



TO	:	19_PK30002
NAME		Magnaye, Lanie Añon
FROM	:	PKIMT Management
SUBJECT	:	Notice for Suspension
No. of Offense	:	1st Offense
DATE		February 6, 2020

A photograph of a document titled "FORM" and "MENT" with a large white rectangular redaction covering the left side. A handwritten letter "A" is visible on the right side of the document.

(Please attach your written explanation upon returning of this letter)



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines

Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK30002

NAME : Magnaye, Lanie Afionuevo

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 5-Feb-20

This refers to the alleged offense(s) you have committed at 17-Jan-20 to name: Magnaye, Lanie Afionuevo

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Omission or commission of an act in connection with or against the policies & procedures, SOPs, set work guidelines & to the particular duties and responsibilities inherent to the employee's work

Description :

Unauthorized Repair / Hidden Repair

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: 19_PK30002

FURUKAWA - Production Operator

(Please attach your written explanation upon returning of this letter)

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FAIR 1A 2001-0094

<u>M. Delado</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Magnaye Lanie

Process: Dimension

Position: Associate

Group/Shift: NS-B

ID Number: 19PK 90002

Date/Time: Jan. 19, 2020 / 1:30

Batch No.: 292

No. of Offense: 1

Car Model/Line: Subaru 100 / 5121

Superior Name: M. De Chavez

Reference:
HRGA - 2018-04-14

Details of Audit Findings: Un-authorized Repair / Hidden Repair
Associate conduct pulling of branch due to encountered short dimension

WRITTEN EXPLANATION

HINDI KO NAMAN PO INTENSYON NA HILATIN ANG BRANCH NA YUN, NAIPIT LANG PO SA PAGLALAGAY NG CLAMP KAYA INAYOS KO PERO HINDI KO NAMAN PO BINANAT ANG WIRE PAHIL GAOO NAMAN PO ANG SUKAT.

REMARKS/ EVALUATION

☐ i-Alert Explanation Only ☐ Agency/FALP Written Explanation Only (based from handbook)

☒ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<u>Lanie A. Magnaye</u> Signature of Employee Date: <u>01-18-2020</u>	<u>M. De Chavez</u> Jr. Staff Date: <u>01-18-2020</u>	<u>N. Corpuz</u> Staff Date: <u>01-18-2020</u>	<u>M. De Chavez</u> Supervisor Date: <u>01-18-2020</u>	<u>E. Castala</u> Manager Date: <u>01-21-2020</u>
---	---	--	--	---