

MEMORANDUM NO. HRADM

TO : 18_PK24729
Bagon, Charice Ulit

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 23-Jan-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense: 1st	2 days suspension
Jan 29-30, 2019	return - Jan. 31, 2019 - Dayshift
Line 11113	
Jr. Staff	
Staff	M. CORTEGUERA
ACKNOWLEDGE BY:	
MANAGER	Signature Over/Printed name/ Date

This refers to the alleged offense(s) you have committed at 8-Jan-19 to name: Bagon, Charice Ulit

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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:

Not following SOP-Caught doing mass pulling

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:

18_PK24729

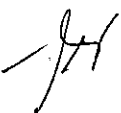
FURUKAWA - Production Operator

(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 : 18_PK24729
Bagon, Charice Ulit 
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 1st Offense
DATE : 10-Jan-19

This refers to the alleged offense(s) you have committed at 8-Jan-19 to name: Bagon, Charice Ulit

Violation Offense No. 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:


Not following SOP-Caught doing mass pulling

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: 
18_PK24729

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: Jan 08, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Interviewed	Interchange Car Model/ Department	Person Incharged	Status/Remarks
8	1/08/2019 NS	Mazda line 1113		No Image	Sub assy associate not following sop in sub assy process caught doing mass pulling which might cause TBO	NG	Immediately report to junior staff and remind associate to follow sub assy sop	SOP			May Ann Andol	Mazda	Madam Rochelle

PKIMT

DATE: 1/15/19


OFFENSE: Not following SOP

WRITTEN EXPLANATION:

Di ko po sinasadyang mag mass pulling nagkitaon po na sumakit ang tiyan ko po at kailangan ko po pumunta agad ng Comfort Room. Nung tira nong na po ako ng Compliance di po agad ako nakaragot dahil sa sobrang takot.

COUNTERMEASURE:

Di ko na po uulit ang pag mamas pulling pag po kailangan kong mag punta ng Comfort Room talagayan ko naling po ng unfinish tag.


CHARICE U. BALON

Signature over Printed Name

MAZDA MERGE - 1113

Car Model / Line