



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_PK28112
NAME : Silvestre, Ma. Kristel Magdame
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : October 25, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	3 days suspension
	11/4-6/2019
	1-2/2019
Line	12/05/13
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/24/2019 to name: Silvestre, Ma. Kristel Magdame

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 - Inconsistent in doing point to point system and comparing master sample

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_PK28112

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_PK28112

NAME : Silvestre, Ma. Kristel Magdame

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at

24-Sep-19

to name: Silvestre, Ma. Kristel Magdame

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

18_PK28112

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PAIP-10-19001-1915

☒ AGENCY

Please Specify: PRIME

<u>[Signature]</u> D. TROSE	<u>[Signature]</u> G. Magadia
Audited By:	Noted By:

Name: SILVESTRE, MARIA KRYTEL
Position: ASSOCIATE
ID Number: 18PK-28112
Batch No.: 236
Car Model/Line: DAIHATSU 1.2105

Process: APPEARANCE
Group/Shift: CS/B
Date/ Time: SEPTEMBER 24, 2019 / 8:36
No. of Offense: 1ST OFFENSE
Superior Name: A. SABIDO

Audit Findings: NOT FOLLOWING SOP

Details: INCONSISTENTLY PERFORMED POINT TO POINT SYSTEM AND COMPARING TO MASTER SAMPLE

Remark: 2nd issued

WRITTEN EXPLANATION

SORRY po kung di po ako sumunod sa standard procedure sa
pag-inspect sa kadaluyan po hindi po sa akin na client na
kasama po yan sa work - i. Di na po maipit, sumunod na po ako
sa SOP

Remarks/Evaluation:

Issue memo

[Signature]
Signature of Employee
Date: 10-02-19

[Signature]
Staff
Date: 10/2/19

[Signature]
Staff
Date: 10/2/19

[Signature]
Supervisor
Date: 10-10-19

[Signature]
Manager
Date: 10/10/19