



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_PK31922
NAME : Quezana, Julie Anne *Julie Anne*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : October 22, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd</i> <i>3 day suspension</i> <i>Nov 6, 7, 8</i> <i>Julie Anne</i>
Line	<i>57110-B</i> <i>Order</i> <i>M. Statula</i>
ACKNOWLEDGE BY:	
MANAGER	<i>Hayes</i> / <i>10-23</i> <small>Signature Over Printed name/ Date</small>

This refers to the alleged offense(s) you have committed at 9/23/2019 to name: Quezana, Julie Anne

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 Stop-call & wait

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: *Julie Anne*

19_PK31922

FURUKAWA - Production Operator

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



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

MEMORANDUM NO. HRADM

TO : 19_PK31922

NAME : Quezana, Julie Anne

Julie Anne

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 22-Oct-19

This refers to the alleged offense(s) you have committed at 23-Sep-19 to name: Quezana, Julie Anne

Violation Offense I 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 :

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This is for your guidance and strict compliance.

NOTED BY:

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PKIMT Management

Conforme:

Julie Anne

19_PK31922

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-190913 77

☒ AGENCY

Please Specify: PKMT

<u>J. Vintara</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Ruzzena, Julie Ann
Position: Associate
ID Number: 19PK31922
Batch No.: 260
Car Model/Line: Subaru GC7 / 7110

Process: Sub Assy Process
Group/Shift: Ns/A
Date/ Time: Sept. 23, 2019 / 3:01am
No. of Offense: 1st offense
Superior Name: M. Brasula

Audit Findings: Not following SOP

Details:

- * Associate turn-off the Pull NA on Sub PC.
- * Did not conduct x-r-sub.

WRITTEN EXPLANATION

Ako po si Julie Anne Quezara na na audit sa dahilang pagpatay ko ng Sub PC kaya po po napatay ang po. sa dahil wala po duon ang aming lider at sobrang tagal na po ng nag NG wala pa rin po nagpapatay kaya naisipan ko na patayin nalang ang aking PC at dahil po ako ay akatay namin at hindi ko na rin pa na re-sub dahil tapos na din naman po ito.

Sa susunod na mag NG ulit ang aking PC ay hindi ko na ulit ibo papatayin at maghihintay na lamang ako ng na ang Jr staff namin ang magpatay nito.

Remarks/ Evaluation:

Why no expert? (c/o staff)

Issue Penalty

Julie Anne
Signature of Employee
Date: 09/28/19

J. Vintara
Jr Staff
Date: 10/01/19

R. C. C. C. C. C.
Staff
Date: 09/28/19

Q. H.
Supervisor
Date: 10-4-19

H. A. G.
Manager
Date: 10/1/19