



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 : 20_PK43780
NAME : Perez, Shaira Mae Pontilla *gury*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : April 7, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	2 days suspension
	4/19-20/21
	noted by: J. B. <i>gury</i>
Line	GA
ACKNOWLEDGE BY:	
MANAGER	<i>B. R. A. N. Signature Over Printed name/ Date</i>

This refers to the alleged offense(s) you have committed at 3/16/2021 to name: Perez, Shaira Mae Pontilla

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 in inspection process

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:

gury
PKIMT Management

Conforme: *gury*
20_PK43780

FURUKAWA - Production Operator

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



QA-QC INITIAL WRITTEN EXPLANATION

NAME: PEREZ, SHARON MAE P
I.D. Number: 82-PR43760

Date/Time: 03/16/21

DEFECT NAME/VIOLATION:

Not following SOP / did not conduct 1 by 1 inspection, improper checking of mating parts and
insulation cover / Not readable ID# / NO ID# on kanban after 60 inspection

EXPLANATION:

Siempre po ay dahil sa iniisip ko ang ating mga problema kung
kayat di po ako nakakatawag ng ayos, at kung kayat di po ako
makapagtrabaho ng ayos.

COUNTERMEASURE:

di ko nape iisipin or isasantabi ko po muna ang ating mga problema,
para po makapagtrabaho ako ng ayos at hang di na po ako
magkamali.

Prepared by:

SHARON MAE P. PEREZ

Reviewed by:

J. Caguitla

Assigned Jr. Staff

J. Badillo

Assigned Staff

AUDITED BY:

J. Caguitla

Noted by:

J. Caguitla / J. Badillo
Supervisor

REMARKS: (For line patrol audit please indicate if how many time the inspector audited)

☐

1st Time

☐

others; _____

☐

2nd Time

Please Indicate previous violation:

Violation:

Date:

Violation:

Date:

March 24, 2020

Counter measure to avoid re-occurrence of non-compliance

agvsin ko na po yung -pagtatrabaho, di na po ato mag-inspect ng
Inaantok para po maiwasan kung ma violate ang SOP sa
inspection.

mag-focus na po ato sa trabaho ko, alisin o isasantabi
ko po muna ang bagay o problema na nakaka
distract sa trabaho sahi para akoy magtanali.