



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 : 17\_PK09803  
Baril, Jelyn Bocado *[Signature]*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 3rd offense

DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	3rd
2 days Suspension	
Sept. 12-13, 2019	
LINE	M1123-16
ACKNOWLEDGED BY:	
MANAGER	<i>[Signature]</i> 8/22
SIGNATURE OF THE VIOLATED EMPLOYEE	

This refers to the alleged offense(s) you have committed at 7/30/2019 to name: Baril, Jelyn Bocado

**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 maximum WIP in Appearance process**

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:**

*[Signature]*  
**PKIMT Management**

Conforme: *[Signature]*

17\_PK09803

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1907-701

☒ AGENCY

Please Specify: PRINT

<u>Magadia</u> J. MAGADIA	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Baril Jelyn  
Position: Associate  
ID Number: 17PK09803  
Batch No.: 143  
Car Model/Line: Mazda Merge/1123

Process: Appearance  
Group/Shift: DS/B  
Date/Time: 07/30/19  
No. of Offense: 1st Offense  
Superior Name: M. Contreras

Audit Findings: Not following Maximum Vio in Appearance Process

Details:

OK - 6 sets  
Actual - 4 sets

## WRITTEN EXPLANATION

Itu po si Jelyn Baril na naudit po kami ng aling partner noong iyang linggu sa kadahilangang no good na po yung maximum sets namin sa hanger at noong araw din pong dun ay walang label na nakalagay kung ilan talaga ang maximum sets dati po kasi ang nakalagay kamin ay 12 sets pero binago po naging 6 sets nlang (po noong araw) na ang pagkakaalam po namin ay binabago na ulit hindi po kami nag andon kasi po may support naman po kami ang aming Jr. Staff pero bigla pong nagrecount kaya po yun lumabir na po.

Counter Measure:

Sunod na po namin ang maximum sets kung ano at ilan po ang nakalagay at pagamitin po ang andon kagaya ito ay puno na.

## Remarks/ Evaluation:

Written. Next time we will be issuing penalty.

Jelyn B. Baril  
Signature of Employee  
Date: 08-08-19

M. Contreras  
Jr Staff  
Date: \_\_\_\_\_

M. Contreras  
Staff  
Date: 08/08/19

G. Magadia  
Supervisor  
Date: 08/09/19

b. Vergara  
Manager  
Date: 8/14

Jm 8/19