



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_PK39835
NAME : Ramirez, Meriam Montiano
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : July 14, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMPLAINTS/ ASSESSMENT	
No. Offense:	
4st - 1 to 5 days Suspension	
July 16, 17, 18, 2020	
Charge to: July 28, 29, 30	
Line/Shift	1A/24
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 06/25/2020 to name: Ramirez, Meriam Montiano

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:

Un-authorized Repair - Intentional pulling of wire resulted to cut wire

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:
20_PK39835

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 : 20_PK39835

NAME : Ramirez, Meriam Montiano

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 4-Jul-20

This refers to the alleged offense(s) you have committed at 25-Jun-20 to name: Ramirez, Meriam Montiano

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:


PKIMT Management

Conformer:


20_PK39835

FURUKAWA - Production Operator

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

Ma'am

July 02,2020

Good Day,

Kindly issue Incident Report on below employee

Violation: Un-authorized Repair (Intentional pulling of wire resulted to cut wire)

Name: Ramirez, Meriam M.

Position: Associate

ID Number: 20-PK39835

Car Model: Honda

Line: 3126

Group: A

Shift: DS

Date: June 25,2020

Time: 10:30 am

Superior Name: Michelle S. Pita (Acting Staff)

C. Offenses Against Work/Business Standards

4. Failure to follow business standards, operation procedures, work instructions, or work practices which may or may not result to damage of company property.

Investigation:

Last June 25,2020 we encountered cut wire in layout process, based on investigation Ms. Meriam Ramirez conduct pulling of wire with forced that resulted to cut wire. The affected wire was wrong insert.

For this case I would like to inform you, We will give incident report to my member.
Please see attached file for the written of Associate.



Michelle Pita
Acting Staff



Daisy Perez
Supervisor



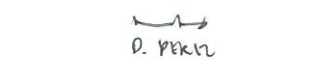
Ma. Julie Sabido
Asst. Manager

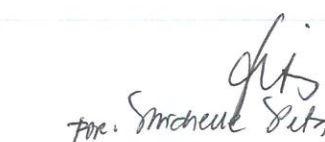
WRITTEN EXPLANATION

Name: Ramirez Meriam M. 20 PK 39835Date: 06/25/20Violation: Intentional Pulling of N6 wire. (wrong insert) on connectorLine 3126 HONDA

Ma'am 'Sir pagpaumanhin nyo po ang nagawa kong kasalanan na alam ko, po mali ang maghila ng wire, dalawang bisis na po nanyari yun, sorry po talaga, hinding hindi na po maunlit, sana po ay pagbigyan nyo ulit na makabalik ako sa work ko dito, mahal ko po trabaho ko dito, Sorry po talaga, ... Pagpautihin kum yung trabaho ko, Maramang pong Salamat...


IR. STAFF


SUPERVISOR


STAFF


ASST. MANAGER

Issue by