



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_PK36729
NAME : Margaja, Gay Joy O *Margaja*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 15, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 1 DAY SUSPENSION 11/4/2020
Line/Shift	FURUKAWA YDI INITIAL
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/4/2020 to name: Margaja, Gay Joy O

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 Person doing the 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:

[Signature]
PKIMT Management

Conforme: *Margaja*
19_PK36729

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PCINT

Control No: FAP-1A-2009-2052

<u>M. Muriilo</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Marijago, Gay, Joy
 Position: associate
 ID Number: 19PK36729
 Batch No.: 283
 Car Model/Line: SUZUKI Y01/Initial

Process: Point marking
 Group/Shift: DS/A
 Date/ Time: 01 September 4, 2020
 No. of Offense: 1st offense
 Superior Name: N. Aguila

Non-compliance Reference/Document
 Control Number:

FAP-61-KT-17004

Details of Audit Findings:

un. authorized person doing the process
associate conduct point marking even they only certified on vehicle handler

WRITTEN EXPLANATION

ako po si Gay Joy maregala sa 02-2009 nang Sept-4
admit din sa nag fill up a observation form sa point marking
process. na dapat na dapat to xami sa nakalumpay na
long to. tinulungan po lang to para nag process sa point marking
admit wala pa natuman to ating mandatory training.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>frangaya</u>	<u>J. BORNILLA</u>	<u>Chloe</u>	<u>Supervisor</u>	<u>Manager</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>Sept-4</u>	Date: <u>09-11-20</u>	Date: <u>09/11/2020</u>	Date: <u>9/11/20</u>	Date: <u>9/24</u>