



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_PK38777
NAME : Dastas, Ednalyn Cuevas *Ednalyn Cuevas*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 10, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 1 day suspension 10/15/20
Line/Shift	85717/B
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 9/22/2020 to name: Dastas, Ednalyn Cuevas

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 Assy (Not using reference Jig)

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: *[Signature]*
20_PK38777

FURUKAWA - Production Operator

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

October 8, 2020

PKIMT Agency

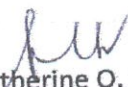
Sir/Ma'am;

Good morning!

We will request to please issue Notice to Explain on attached list since they were audi compliance on our Company Rules.

Please see attached sheet.

Thanks,


Katherine O. Cabrera
PD4-Section Manager



WRITTEN EXPLANATION

DATE 9-22-20
NAME Dastag Edralyn C.
CATEGORY/AGENCY PKMT ID NUMBER: 20-PK38777
LINE NUMBER and SHIFT 5171B
DATE HIRED Feb. 05, 20
PROCESS not using reference jig Assy Audited By: C. Ramos
VIOLATION/AUDIT not using reference jig (Y-dimension on conn JSH-32F-SB)
CONTROL NO. _____ OFFENSE NO. _____

EXPLANATION

Bakit na-audit ka?

hindi po ako gumamit ng reference jig.

Ano sa palagay mo ang epekto nito sa harness?

short / long y dimension

Aware ka ba sa Memo ng Non Compliance? Kung oo, ano sa palagay mo ang pwede ipataw sayo? Kung hindi, sinong Jr. staff o staff mo?

opo, pwedeng maudit, masuspend.

COUNTERMEASURE

hindi ko napo ulitin yun, susunod napo ako sa sop.

STAFF REMARKS

SV REMARKS

100% W

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Dastag
Sign of Employee

CHECKED BY:

R. Dizon
Jr. Staff

NOTED BY:

C. Ramos
Staff

APPROVED BY:

B. Dizon
Supervisor