



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_PK33993

NAME : Balicasmaya, Shiela Mae Bergonio

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 3rd Offense

DATE : October 29, 2020

| PKIMT | ACKNOWLEDGEMENT FORM |
|----------------------------------|-----------------------------------|
| COMMENTS/ ASSESMENT | |
| No. Offense: 3rd | |
| 5 DAYS SUSPENSION | |
| NOV. 21 to 26, 2020 | |
| Date return: 11/26/20 - DS @ 7AM | |
| Line/Shift | HTNDIA 3128 |
| ACKNOWLEDGE BY: | |
| MANAGER | Signature Over Printed name/ Date |

This refers to the alleged offense(s) you have committed at

SEPT. 29, 2020

to name: Balicasmaya, Shiela Mae Bergonio

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:

Associate conduct repairing of overlap taping on clamp in Appearance 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:

PKIMT Management

Conforme:
19_PK33993

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A-2009-3950

| | | |
|----------------------------------|------------------------------------|------------------------------|
| <u>J. Nintora</u> Audited By: | <u>K. Hernandez</u> Checked by: | <u>J. Reyes</u> Noted By: |
|----------------------------------|------------------------------------|------------------------------|

Name: Balicasman, J. Shirla Mae Process: Appearance Process

Position: Associate Group/Shift: NS / A

ID Number: 19PK33999 Date/ Time: Sept. 29, 2020 / 09:35

Batch No.: 268 No. of Offense: 1st offense

Car Model/Line: Honda KRA / 3128 Superior Name: R. Pejoto

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-1P-007

Details of Audit Findings: Not following STOP, CALL and WAIT
Associate conduct repairing of overlap taping on clamp in Appearance Process.

WRITTEN EXPLANATION

Konting overlap lang naman po sa clamp yung inayos ko kasi sadya na pong nakaipod yung tape na nagoverlap sa clamp, inipod ko po ding tape sa clamp para pag-repair po ay te-tape-an na lang po di ko din po dir alam na hindi po pwede magayos ng overlap sa clamp. Pasensiya na po hindi ko na po ulitin magayos ng overlap sa clamp mat konting overlap man po o hindi, ay hindi ko na gagawin.

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>[Signature]</u> Employee Date: <u>10-05-20</u> | <u>[Signature]</u> Jr Staff Date: <u>10/05/20</u> | <u>[Signature]</u> Staff Date: <u>10/9/2020</u> | <u>[Signature]</u> Supervisor Date: <u>10/12</u> | <u>[Signature]</u> Manager Date: _____ |
|---|---|---|--|--|