



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_PK32906
NAME : Lirit, Joanne Ebite *Joanne*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : July 22, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd 10 DAY SUSPENSION AUG. 14 2020
Line/Shift	CS114 <i>hw</i>
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	<i>nc</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 06/09/2020 to name: Lirit, Joanne Ebite

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 - Associate using male Terminal to open parts box

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:

Joanne
PKIMT Management

Conforme: *Joanne*
19_PK32906

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK32906
NAME : Lirit, Joanne Ebite
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 22-Jul-20

0740
3-6720
7200

This refers to the alleged offense(s) you have committed at 9-Jun-20 to name: Lirit, Joanne Ebite

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

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NOTED BY:


PKIMT Management

Conforme:

19_PK32906

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FAIP-1A-2006-1172

Name: Lirit Joanne
Position: Associate
ID Number: 19PK-32906
Batch No.: 265
Car Model/Line: Suzuki 511

Process: Sub Assy
Group/Shift: DS / A
Date/ Time: June 09, 2020 / 12:30
No. of Offense: First Offence
Superior Name: M. Torrejano

<u>M. Casama</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Non-compliance Reference/Document
Control Number:

FAIP-WI-PRO-SA-042
Sub Assembly Process

Details of Audit Findings: Not Following SOP

Associate caught in act using male terminal to open parts box

WRITTEN EXPLANATION

Ako po si Joanne Lirit ay nahuli na i-alert na ang ginamit ay terminal sa pagbukas ng bahon kaya ko po nagana un ay walang makita na pangbukas at muli Hindi kina po tulitina gamitin ang terminal. At maddating gamitin ko, nalang po ang aking sasi sa silind na magbukas ng box.

REMARKS/ EVALUATION

☐ i-Alert written only

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

<u>Joanne</u> Employee Date: <u>06-30-20</u>	<u>M. Torrejano</u> Jr Staff Date: <u>06-30-20</u>	<u>G. Magadia</u> Staff Date: <u>06-30-20</u>	<u>M. Torrejano</u> Supervisor Date: <u>6/30/20</u>	<u>he</u> Manager Date: <u>7/3/20</u>
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