



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\_PK41582  
**NAME** : Rabeno, Christine Joy Acuña  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 2nd offense  
**DATE** : March 15, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 4th OFFER SUSPENSION 4/12-15/2021
MANAGER	V. M. [Signature]

This refers to the alleged offense(s) you have committed at **2/10/2021** to name: **Rabeno, Christine Joy Acuña**

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:

**Unauthorized / Hidden Repair**

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\_PK41582**

**FURUKAWA - Production Operator**

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

# I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2102-800



FAS



AGENCY

Please Specify: PLINT

<u>L. Cabaterra</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Rabeno, Christine Joy  
 Position: associate  
 ID Number: 20P041582  
 Batch No.: 321  
 Car Model/Line: SUZUKI YKC/5120

Process: DIMENSION PECCES  
 Group/Shift: DSA  
 Date/ Time: February 10, 2021/6:45  
 No. of Offense: 1st offense  
 Superior Name: J. Gonzaga

Non-compliance Reference/Document Control  
 Number: FALP-WI-MCD-IP-044

## Details of Audit Findings:

Un-authorized Hidden Repair - caught rotating of clamp CL 1682 on seg. 11  
due to encountered wrong view of clamp at dimension process.

## WRITTEN EXPLANATION

Ako po si Christine Joy Rabeno. Ako po ay mag add taping dahil ang akina Jr. Staff ay  
nakaportion nung araw na iyon. Nahiya na po ako tumawag ng tumawag dahil pabalik bali na po  
siya sa akina puerto para mag-ayos. Kaya ako na lamang po ang nagtayo nito.  
Sa' susunod po ay di na po iulitin ang akina gumawa pinatayin ko na po lumapit  
ang aming Jr. Staff.

## 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>C. Rabeno</u> Employee Date: <u>02/24/21</u>	<u>YVAINIE PATIMBA GONZAGA</u> Jr Staff Date: <u>2/24/2021</u>	<u>R. Fabiano</u> Staff Date: <u>2/24/21</u>	<u>J. Hernandez</u> Supervisor Date: <u>2/24/2021</u>	<u>V. Morales</u> Manager Date: <u>2/24/21</u>
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