



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 : 17_PK18135
NAME : Olivares, Maricris Nasol *AM*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 27, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense:	1st - 10 day suspension 11/9/2020 <i>AM</i>
Line/Shift	<i>SP1A</i>
ACKNOWLEDGED BY:	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/21/2020 to name: Olivares, Maricris Nasol

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:

Conduct Manual Insertion

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:

AM

PKIMT Management

Conforme: *AM*

17_PK18135

FURUKAWA - Production Operator

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

September 22, 2020

TO: PKIMT

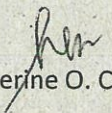
To whom it may concern,

Good day!

Please see attached result of internal audit by Staff and above of PD4, please review and issue Notice to Explain or Disciplinary Action since they violated our Company rules and regulation.

Any concern, please inform me.

Thanks and Best Regards,

 9/22/2020
Katherine O. Cabrera
PD4-Section Manager

