

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 PK31398

NAME

Surio, Jerick Resurreccion

FROM

PKIMT Management

SUBJECT

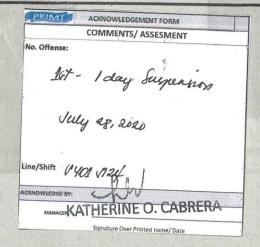
Notice for Suspension

No. of Offense

1st offense

DATE .

July 15, 2020



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

06/11/2020

to name:

Surio, Jerick Resurreccion

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 - Conduct advance 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:

PKIMT Management

Conforme:

19_PK31398

FURUKAWA - Production Operator

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



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines (043) 405 6388-89 / (043) 405 6407-98

MEMORANDUM NO. HRADM

TO

: 19 PK31398

NAME

Surio, Jerick Resurreccion

FROM

PKIMT Management

SUBJECT

Notice to explain

No. of Offense

1st offense

DATE

14-Jul-20

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

11-Jun-20

to name: Surio, Jerick Resurreccion

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No.

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 complayer's work

Description

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NOTEM BY

PKIMT Management

Conforme: Down

FURUKAWA - Production Operator

(Please attach your written evaluation upon returning of this litter)

I-ALERT WRITTEN EXPLANATION

FAS 1			Control No:	FAIP-19, 2004-1100
AGENCY Please Specify: PKimi		Audited By:	Checked by:	12 G. Magadia Noted By:
Name: Surio Jenck Position: Associate ID Number: 19 PK 31508 Batch No.: 257 Car Model/Line: Suzuki 101 / \$124 Details of Audit Findings: Advance incertion on conn. Ost. IF	Date/ Time: No. of Offense: Superior Name:	Cub assy NS-1 June 11, 2020 ISt Grace College A Esquiring	Non-compli	ance Reference/Document Control Number:
WRITTEN EXPLANATION				
I sag pa umanhin ngo po ang aking pag kaka audit sa kadahilahang naka pag odayance inserton po ako hindi ko lang po napansinna hindi gumana ang touch bar so aking pag ko touch ng wire Gagawin ko nalang po ay tilingin ng sa sub Pc upang malaman kung gumang ang touch bar upang maiwasan ang pag koka wadit				
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).				
Employee Ji Date: 01 - 03 - 90 20 Date:	Egreten Staff 15 - 03- 20 no	.UNT .UNT Staff Date: -U-220	Supervisor Date: 7-6-20	Manager Date: 7/1/224