

PKIMT

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_PK32508
Estoya, Flory Asi
FROM : PKIMT Management
SUBJECT : *written / written*
No. of Offense : 1st offense
DATE : 20-Aug-19

ACKNOWLEDGEMENT FORM	
COMMENT:	
No. Offense:	
<i>NOT WRITTEN WARNING</i>	
<i>ILLEGAL 7103</i>	
ACKNOWLEDGED BY:	
<i>Hay / 8-21</i>	

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

27-Jun-19

to name: Estoya, Flory Asi

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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 - Connector did not return on connector jig after taping

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:

[Signature]
PKIMT Management

Conforme:

[Signature]
19_PK32508

FURUKAWA - Production Operator

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

PKIMT

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

MEMORANDUM NO. HRADM

TO : 19_PK32508
Estoya, Flory Asi
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 1st offense
DATE : 19-Aug-19

This refers to the alleged offense(s) you have committed at 27-Jun-19 to name: Estoya, Flory Asi

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

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NOTED BY:

PKIMT Management

Conforme:

19_PK32508

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: FALP-1A-1906-400

☐ FAS

☒ AGENCY

Please Specify: PKM7

<u>C. Rantista</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Flory A. Estoya
 Position: Associate
 ID Number: 19-PK 52 508
 Batch No.: 263
 Car Model/Line: Subaru / 7103

Process: Assembly
 Group/Shift: NS/P
 Date/ Time: 06-27-19 / 11:10 pm
 No. of Offense: 1st offense
 Superior Name: S. Noche

Audit Findings: Not following Sop

Details:

Connectors are not set on connector jig after taping.

Ako po si Flory A. Estoya Station na ay na audit
 sa ch pagtatagay ng connector sa jig sa kadalasan po na
 ako ay delay na ako po ay nag support sa
 sundod po ay tatagay ko na

Written only

<u>Estoya</u> Signature of Employee Date: <u>09-06-19</u>	<u>Estoya</u> Jr Staff Date: <u>7-10-19</u>	<u>Urra</u> Staff Date: <u>7-10-19</u>	<u>[Signature]</u> Supervisor Date: <u>7-17-19</u>	<u>[Signature]</u> Manager Date: <u>7-17-19</u>
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