



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 : 18_PK26882
NAME : Abesamis, Shiela Mae Morilla *Jma*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 25, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>KT</i>
<i>1 day Suspension</i> <i>11/9/19</i>	
Line	<i>D21070 - A</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> <i>10/29</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/13/2019 to name: Abesamis, Shiela Mae Morilla

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- Doing 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:

[Signature]
PKIMT Management

Conforme:

[Signature]
18_PK26882

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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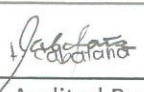
FAS

Control No: #A12-1A-1909-1213

☐

AGENCY

Please Specify: PRINT

	G. Magadia
Audited By:	Noted By:

Name: A. Becamie chieft map
 Position: Associate
 ID Number: 18-1826862
 Batch No.: 231
 Car Model/Line: Daihatsu Q100

Process: SUB AGU
 Group/Shift: 1st
 Date/ Time: Sept 13, 2019 11:15
 No. of Offense: 1st
 Superior Name: J. Atienza

Audit Findings: Non compliance on Insert-Pull method

Details:


Conduct advance insertion with SSU 11010-18.11
Wire color: R/

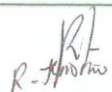
WRITTEN EXPLANATION


Pinagsabayan ko pong ininsert yang twisted, kasi po mag time po na
naghihirapan akong insert siya? kaya naman po nagbehind yang wire.
Sorry po for do that thing. Mam ko po na mali yun at
hindi na po mau lit pasensya na po talaga sa ateng
pagkaka mali.


Remarks/ Evaluation:

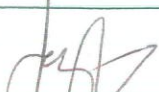
Issue memo


SHEILA MAE BECAMIE Signature of Employee Date: <u>10/2/19</u>


Jr Staff Date: <u>10/2/19</u>


J. ATIENZA Staff Date: <u>10/3/19</u>


J. ALcantara Supervisor Date: <u>10/3/19</u>


Manager Date: <u>10/5</u>