



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\_PK30220  
Marciano, Joan O

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : April 8, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 5 days Suspension April 23-27, 2019 - Tues - Sat
Line	D2107 -B Jr. Staff Staff ACKNOWLEDGE BY: <i>[Signature]</i> 4/4 MANAGER Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 23-Mar-19 to name: Marciano, Joan O

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

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**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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]* Marciano, Joan

19\_PK30220

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

**MEMORANDUM NO. HRADM**

TO : 19\_PK30220

Marciano, Joan O *J. Marciano*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 25-Mar-19

This refers to the alleged offense(s) you have committed at 23-Mar-19 to name: Marciano, Joan O

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**

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:

*J. Marciano*  
**PKIMT Management**

Conforme: Marciano, Joan  
19\_PK30220

FURUKAWA - Production Operator

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

**FAS Coordinator**

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**From:** "compliance coordinator" <compliance@pkimt.com>  
**Date:** Saturday, March 23, 2019 1:10 PM  
**To:** "FAS Coordinator" <f-coordinator@pkimt.com>  
**Subject:** Fw: Issuance of Memo

Mam Emie,

Good day!

I would like to request issuance of memo to member below:

Marciano, Joan

ID No: 19\_PK30220

Date of violation: March 15, 2019

Violation: Not putting one under taping on offset clamp (Suspected Lot without one under taping is since February 28 from the day she portioned until March 15, 2019)

Regards,  
Gene

3/23/2019

**PKIMT**

DATE: 4/2/19

OFFENSE: Not following SOP

**WRITTEN EXPLANATION:**

Ako po si Joan Marciano na nakaassign sa Line 2107 na nagkubing po sa one under taping sa kadahilanan po na kaya ko po nakakulimutan keri po minsan po pagdelay ako pero po paghindi naman po ako delay nakilagyan ko po ang isa ng one under taping hindi naman po ginamit kadamang ang di ko nakilagyan Ako po ay humihingi ng patency sa atang paglimut na paglalatag ng one under taping. Gagawin ko na po itong tana palagi para di na po ako maging.

**COUNTERMEASURE:**

Joan Marciano

Signature over Printed Name

Line - 2107

or Model / Line