



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 : 20_PK39216
NAME : Bautista, Cecille Berbie *Chantista*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 day Suspension
	2/27/21
	3/8/21
Line/Shift	S 5724 / A o/c
ACKNOWLEDGE BY:	
MANAGER	<i>Chantista</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/12/2021** to name: **Bautista, Cecille Berbie**

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 in ECT (Associate improperly used the matrix box during option taping process)

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:

Chantista 2/24/2021
PKIMT Management

Conforme: *Chantista*
20_PK39216

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2101-170

☒ AGENCY

Please Specify: PKMT

<u>M. Pando</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: cecille Bautista
Position: asociado
ID Number: 20PK29210
Batch No.: 302
Car Model/Line: Suzuki 73T 1104

Process: ECT
Group/Shift: DS-A
Date/ Time: January 12, 2021 3:30
No. of Offense: 1st
Superior Name: N. De Castro

Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

Not following SOP, Associate improperly used the matrix box during option
taping process Remarks: Get on lower portion then return again on lower portion

WRITTEN EXPLANATION

wala na po kasi akong tape kaya po kinuha ko yung tape na kakatapos lang
gamitin sa pag option, buwal po kase kame kinuha ng tape sa asy tas
wala din po akong matawag na expert o jr staff.

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).

<u>C. Bautista</u> Employee Date: <u>1-26-21</u>	<u>M. Hernandez</u> Jr Staff Date: <u>1-26-21</u>	<u>N. De Castro</u> Staff Date: <u>1-26-21</u>	<u>M. Pando</u> Supervisor Date: <u>1-27</u>	<u>J. Reyes</u> Manager Date: <u>2.18.2021</u>
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