

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_PK34447
NAME : Amiral, Roma De Sierra
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 4, 2021

| PKIMT ACKNOWLEDGEMENT FORM | |
|---|---------------|
| COMMENTS/ ASSESSMENT | |
| No. Offense: | 19 |
| 5 days SLD pension 24-28 3/22-26/2021 | |
| Amiral K. BALANQUE | |
| Line/Shift | DO/L 2A22 - A |
| ACKNOWLEDGE BY: | |
| MANAGER | |
| Signature Over: Printed name/ Date | |

This refers to the alleged offense(s) you have committed at : 1/12/2021 to name: Amiral, Roma De Sierra

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 t particular duties and responsibilities inherent to the employee's work

Description:

Not following defect rule at Final 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 f such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse 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_PK34447

FURUKAWA - Production Operator

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

WRITTEN EXPLANATION

Name *Abdul*

Violation *711*

Time

Ang mga karamay ko ay nasa 100% ng karamay ko. Ang mga karamay ko ay nasa 100% ng karamay ko. Ang mga karamay ko ay nasa 100% ng karamay ko.

Ang mga karamay ko ay nasa 100% ng karamay ko. Ang mga karamay ko ay nasa 100% ng karamay ko. Ang mga karamay ko ay nasa 100% ng karamay ko.

*Expert po ang lumagat saakin para saakin naka mag mag
kalat na mag kakamark sa connector. Pinalat naga po sa likod ng
mag mag pinalat mag mag kalat na markings, tuksa ibinalik
sa alin mag karamay.*

Abdul
JR. STAFF

M. COMIA
STAFF

Manuel
SUPERVISOR

MANAGER