



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 : 17_PK17597
Robles, Mary Ann Mejaran *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd offense
DATE : 4-Jan-19

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd Offense
	FOR 11 DAYS SUSPENSION
	Jan. 24 ~ Feb. 04, 2019
	Feb 6, 2019 - 08
Line	D2103
Jr. Staff	J. MORDEN <i>[Signature]</i>
Staff	E. <i>[Signature]</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature OverPrinted name/ Date	

This refers to the alleged offense(s) you have committed at 11-Dec-08 to name: Robles, Mary Ann Mejaran

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 follow SOP - Unauthorized operator doing the process

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]*

17_PK17597

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 : 17_PK17597

Robles, Mary Ann Mejaran

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 3rd Offense

DATE : 22-Dec-18

This refers to the alleged offense(s) you have committed at 11-Dec-08 to name: Robles, Mary Ann Mejaran

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 follow SOP - Unauthorized operator doing the 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:

PKIMT Management

Conforme:
17_PK17597

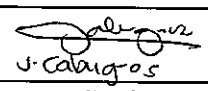
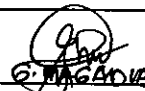
FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: D01-12-18

 J. Caligosa	 E. Magaña
Audited By:	Noted By:

Name: Rodas Mary Ann
 Position: Associate
 ID Number: 17-PK17597
 Batch No.: 178
 Car Model/Line: Daihatsu / 2103

Process: Bando Gun
 Group/Shift: A / NS
 Date/ Time: Dec. 11-2018 / 3:00
 No of Offence: 1st
 Superior Name: J. Atienza




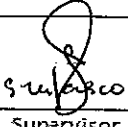

Audit Findings: Un-authorized operator doing the process -
 Details: Caught in act doing Bando Gun without authorization Badge.
Product : 82118-B2Q30A-1
NO CERTIFICATION BADGE

WRITTEN EXPLANATION

AKO PO WI MARY ANN M. DUBET AY NAGHULI NA NAG BANDO
 KAHIT WALA PO AKONG BADGE. SAWA PO GATO KO LANG MAKAMIDY
 NA DELAY NA BANDO SA... ANIM PO KAG KAMING ECT E WALA NAMAN
 PONG UNIT NA NADAHAN AT DELAY NA PO ANG BANDO KAYA
 KESHA TUNUGANLA E NAG BANDO NA PO AKO... KAHIT ALAM KO
 HONONG MALI E NAG BANDO NAE AKO PARA MAKAPAG SUPPORT AT
 PARA MABKA UNIT PO KAME.

Remarks/ Evaluation:

Please / some / R

 Signature of Employee Date: <u>12/13/18</u>	 Jr Staff Date: <u>12/13/18</u>	 Staff Date: <u>12/13/18</u>	 Supervisor Date: _____	 Manager Date: _____
---	--	---	---	---

received : 12/21/18
10:26 am