



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_PK31922
Quezana, Julie Anne *Julie Anne*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE 9/18/2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 1 day suspension Oct 9 4:00 PM Oct 4, 2019
Line	57110 57110/1A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 9-28 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/1/2019 to name: Quezana, Julie Anne

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 (Unauthorized person 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: *Julie Anne*
19_PK31922

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-108-1063

☐ AGENCY

Please Specify: PRINT

<u>K. Cabatana</u>	<u>J. Magadia</u>
Audited By:	Noted By:

Name: Quezana, Julie Ann
 Position: Associate
 ID Number: 19 A01922
 Batch No.: 240
 Car Model/Line: Subaru T109

Process: assembly
 Group/Shift: 1A
 Date/ Time: Sept 1, 2019 9:55
 No. of Offense: 2nd
 Superior Name: K. Cabatana

Audit Findings: Un authorized Person Doing the Process

Details:

conduct attachment of is an assembly process even without authorization badge.

WRITTEN EXPLANATION

AKO PO SI JULIEANNE QUEZANA NA NAODIT DAHIL NAG ASSY
RAHIT HINDI KO NAMAN PROCESS. KAYA PO AKO, NAG ASSY DAHIL GUSTO KO
LAMANG PONG MAKATULONG. KASI DELAY NA ANG MGA ASSY

Hindi na ulit ako tutulong mag assy. upang hindi na ulit
ako mag maudit.

Remarks/ Evaluation:

1 day suspension

Julie Anne
 Signature of Employee
 Date: 09-01-19

John
 Jr Staff
 Date: 09-01-19

K. CABATANA
 Staff
 Date: 09/09/19

K. Cabatana
 Supervisor
 Date: 7-01-19

John
 Manager
 Date: 9/13

John 9/18