

MEMORANDUM NO. HRADM

TO : 19_PK34184
NAME : Manalo, Rechelle Yacon
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : July 22, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
2 days suspension Aug. 18 + 19, 2020	
Line/Shift	CS703
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRE
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 06/11/2020 to name: Manalo, Rechelle Yacon

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 (Unauthorized repair)

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK34184

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_PK34184
NAME : Manalo, Rechelle Yacon
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 22-Jul-20

This refers to the alleged offense(s) you have committed at 11-Jun-20 to name: Manalo, Rechelle Yacon

Violation Offense | 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

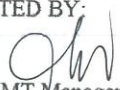
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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme:


19_PK34184

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

DE 7w

☐ FAS

Control No: FALP-IA-2006-1176

☒ AGENCY

Please Specify: PKINT

<u>G. Casama</u> M. Casama	<u>K. Hernandez</u> K. Hernandez J. Reyes	<u>G. Magadia</u> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Marab Rechelle

Process: Dimension

Position: Associate

Group/Shift: DS/B

ID Number: 19PK34184

Date/ Time: June 11, 2020 / 01:25

Batch No.: 269

No. of Offense: First offense

Car Model/Line: Suzuki Y3J 5103

Superior Name: A. Sta. Ana

Non-compliance Reference/Document

Control Number:

HRGA - 2018-04-14

Non-Compliance on major non-compliance

Details of Audit Findings:

Associate caught in act give the harness to assembly associate put STU 3X3CX200 ASYN on dimension

WRITTEN EXPLANATION

Inaamin ko po sa ako ay nagkamali Hindi ko po sinunod ang standard rule kapag naka encounter ng NG. Hindi ko po dapat pinayagan si Ate Lea ng kumit ang harness sa Dimension at nilagyan ko na lang po dapat ng Red Tag. Wala po kasi ang leader namin nang mga oras na yun. Ayaw ko din naman po matambakan kaya po nagawa namin yun.

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>E. Francisco</u> Employee Date: <u>07-01-20</u>	<u>MARICEL SANCHEZ</u> Jr Staff Date: <u>07-01-2020</u>	<u>K. Sangalang</u> Staff Date: <u>07-01-2020</u>	<u>C. Carabias</u> Supervisor Date: <u>7-02-2020</u>	<u>V. Roxas</u> Manager Date: <u>6/7/2/20</u>
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