



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 : 18_PK27432
Reyes, Dyra Suanke *aspen*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : 10/4/2019

PKIMT	ACKNOWLEDGMENT FORM
COMMENTS/ ASSESMENT	
No. Offense: <i>1st - WRITTEN WARNING</i>	
Line <i>(FURUKAWA) 1st / 1A</i>	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 10/10/19 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7/28/2019 to name: Reyes, Dyra Suanke

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 - Advance fill up of Bando Gun checksheet

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]*
18_PK27432

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK27432
Reyes, Dyra Suanke
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 1st offense
DATE : 3-Oct-19

This refers to the alleged offense(s) you have committed at 28-Jul-19 to name: Reyes, Dyra Suanke

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:


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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 
18_PK27432
FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-12-1407-635

☒ AGENCY

Please Specify: PKMT

<u>J. Minton</u> J. Minton	<u>G. Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Reyes, Dyr
Position: Associate
ID Number: 6PK87432
Batch No.: 234
Car Model/Line: Subaru / 7105

Process: Bando Gun
Group/Shift: DS/A
Date/ Time: July 28, 2019 / 9:30am
No. of Offense: 1st offense
Superior Name: M. Rodriguez

Audit Findings: Not following SOP

Details: Advance fill up of Bando gun checklist.

WRITTEN EXPLANATION

Mga advance na yung fill up ko kase pa magkalahi ako
na fill up: Di ko na pu lamang b inatid...
Pasahay na pu kayo. Simula human pu nak ali ko
na inatid yun, tinitignan ko na pu ng ayas ang atang
Mga fill upan para sa ako magkalahi

Remarks/ Evaluation:

1 day susp written (overlook)
JE

<u>Signature of Employee</u> Date: <u>09/11/19</u>	<u>a</u> Jr Staff Date: <u>9-11/19</u>	<u>h. moulard</u> Staff Date: <u>9-12-19</u>	<u>A. Perez</u> Supervisor Date: <u>9-19-19</u>	<u>hays</u> Manager Date: <u>9/20</u>
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