



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\_PK37155  
NAME : Dela Cruz, Joyce Mingo  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : February 19, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense: 1st - 10th Suspension 2/20/2020 3/1/2020 JMS	
Line/Shift: <u>BA SC101</u> <u>Plant 220-15</u>	
ACKNOWLEDGE BY: <u>[Signature]</u>	
MANAGER	<u>G. MAGALIA / 02-21-2020</u>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/4/2020 to name: Dela Cruz, Joyce Mingo

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:

**Foreign Material - Redtag**

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\_PK37155

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\_PK37155  
NAME : Dela Cruz, Joyce Mingo  
FROM : PKIMT Management  
SUBJECT : Notice to Explain  
No. of Offense : 1st Offense  
DATE : 12-Feb-20

This refers to the alleged offense(s) you have committed at 4-Feb-20 to name: Dela Cruz, Joyce Mingo

**Violation Offense I 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 :

**Foreign Material - Redtag**

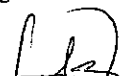
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This is for your guidance and strict compliance.

NOTED BY:

  
PKIMT Management

Conforme:

  
19\_PK37155

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Name: DELA CRUZ, JOYCE M.

Position: Associate

ID Number: 19- PK37155

Batch No.: 285

Car Model/Line: SUBARU - for Inform

Control No:

FALP-1A-2002-0474

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

Process: Occ Audit

Group/Shift: D/NC

Date/Time: February 04, 2020 / 9:00 AM

No. of Offense: PKIMT

Superior Name: C. Carillon

Ref./Document No.

FALP-WI-BCA-191006

## Details of Audit Findings:

Foreign material - red tag

## WRITTEN EXPLANATION

Ako po si DELA CRUZ, JOYCE M. Tungkol po dun sa 1 polybox na napalata ko na may loteng 59KSD7 na bu air. Yun po ay nandito na sa may ilahim ng lamesa. Naka pong hold tag, endorse o kahit anong indication na yun po ay for inspect pa. Since po nakacheck ang polycard at may OK na, automatic po ang alam namin good na siya. Pakil may for inspect naman po sa may pallet in na napalata, kaya po nung na-inspect si Juliet ng YSB ay napalata ako, Napasama na po yung 59KSD7.

Pero amnado po ako na di po ako magcheck ng loteng batch versus polycard. Kasi hindi po namin alam na chinichek pa kapag bu air. Palesi na po kaming magcheck.

## REMARKS/EVALUATION

☐ i-Alert Explanation Only



Agency/FALP Written Explanation Only (based from handbook)

C. Offense Against Work/Business



Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

① Failure to follow business rules, operation procedure etc may or may not result to damage of company property

<u>DELA CRUZ, JOYCE M.</u>	<u>C. Carillon</u>	<u>C. Carillon</u>	<u>J. Amisla</u>	<u>G. Magadia</u>
Signature of Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>02/04/2020</u>	Date: <u>02-06-2020</u>	Date: <u>02-06-20</u>	Date: <u>02-04-2020</u>	Date: <u>02/12/2020</u>

may suspension

inform