



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_PK28096
NAME : Casapao, Ellaine Jane Caringal - *ymapao*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : *2nd* 3rd offense 3rd offense
DATE : January 31, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>3rd</i> <i>5 DAYS SUSPENSION</i> <i>3/23 ~ 25 / 2020</i>
Line/Shift	<i>DMITASH 2nd - 12</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/9/2020 to name: Casapao, Ellaine Jane Caringal

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 Maximun sets on Inspection Hanger

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_PK28096

FURUKAWA - Production Operator

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

PKIMT

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

MEMORANDUM NO. HRADM

TO : 18_PK28096
NAME : Casapao, Ellaine Jane Caringal *casapao*
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : *3rd* offense
DATE : 30-Jan-20

This refers to the alleged offense(s) you have committed at 9-Jan-20 to name: Casapao, Ellaine Jane Caringal

Violation Offense | V

Section No. 10

OFFENSES AGAINST COMPANY INTEREST

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This is for your guidance and strict compliance.

NOTED BY: *[Signature]*
PKIMT Management

Conforme: *casapao*
18_PK28096

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKMT

Control No: 7A11-11-2001-0032

<u>M. Dotado</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Carson Elaine Jane

Process: ICA

Position: Asst. Dir.

Group/Shift: DS-6

ID Number: 151K20046

Date/Time: Jan. 9, 2020 / 2:20

Batch No.: 238

No. of Offense: 1st offense

Car Model/Line: Volvo xc60

Superior Name: H. Magsonito

Details of Audit Findings: Not following maximum set on inspection hanger

OK: labels NG: 14 sets

WRITTEN EXPLANATION

Seryo po Hindi ko po kasi nabitang ang laman ng hanger kasi po nung time na yun ay tambalan po batay ko na naman po i-upton agad yun para po mabawasan agad kasi po nung i-upton ko na ay saktong pang makita ng i-alert 4 lang naman po ang sobra nun at hindi po po yun awas sa hanger. Pansin na po sa susunod po ay di ko na ulitin at pormalisahan ko po ang pagbibitang. Salamat po sa inyong pagmamarka.

REMARKS/ EVALUATION

☐ i-Alert Explanation Only ☒ Agency/FALP Written Explanation Only (based from handbook)

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

<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Signature of Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>01/20/20</u>	Date: <u>1/20/20</u>	Date: <u>1/20/20</u>	Date: <u>1/21/20</u>	Date: <u>1/22/20</u>

Handwritten note:
 1/22/20
 [Signature]
 [Signature]