

- No need to refresh since JCT badge is already cancel but suspension must be served.

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
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 4th offense
DATE : 7/4//2020

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	4th offense 40% suspension
	AUG. 4-7-2020
Line/Shift	D2105
ACKNOWLEDGE BY:	
MANAGER	Signature/Printed name/ Date

This refers to the alleged offense(s) you have committed at 3/9/2020 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:

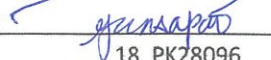
Not Following SOP - Did not apply pen marking on pased tape

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:


PKIMT Management

Conforme: 
18_PK28096

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 : 18_PK28096
NAME : Casapao, Ellaine Jane Caringal
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 4th offense
DATE : 7/31/2020

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

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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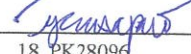
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NOTED BY:


PKIMT Management

Conforme: 
18_PK28096

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PLCMT

Control No: FAIP-11-2003-088

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

Name: Coca Pao, Elaine
 Position: Associate
 ID Number: 19PK28096
 Batch No.: 238
 Car Model/Line: Saintaury 2105

Process: FG
 Group/Shift: NS-B
 Date/ Time: March 9, 2020 / 10:01
 No. of Offense: 1d
 Superior Name: A. magsumbol

Non-compliance Reference/Document
 Control Number:

FAIP-11-PRD-092

FAIP-11-PRD-01-058

Details of Audit Findings:

Not following SOP
Did not apply pen marking on coded tape

WRITTEN EXPLANATION

Ako po si Elaine Jane Casapao ay hindi sumunod sa SOP sapagkat po ng may pang-umay ay tumbak po ako, ako naman po ay nag-papen mark kanang lang po ng oras na may ay kailangan kong humapit FCIT. Option po lam ako ring pag-papen mark ay damang time lang po para sa akin pero alam ko po na kailangan g sumunod sa SOP kaya po sa sumunod ay kabit tumbak na po ako nag-papen mark na po ako, saha po ay mayamanang may kung bakit ko magawa ita pen alam kong mali po umay kaya hindi ko po naitutin at pangakong sumunod na ako si SOP. Thank you for your consideration!

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>Employee</u>	<u>Staff</u>	<u>Staff</u>	<u>Supervisor</u>	<u>Manager</u>
Date: <u>03/12</u>	Date: <u>03/12/20</u>	Date: <u>03/12/20</u>	Date: <u>3-12-20</u>	Date: <u>3/14/20</u>