

PKIMT

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_PK33087
NAME : Laredo, Joan Quilit *Joan Quilit*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : December 2, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day suspension 2/12/19 12/13/19 <i>Handwritten</i>
Date/Time:	5:10:30 / 10
ACKNOWLEDGE BY:	
MANAGER	<i>Handwritten Signature</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 10/28/2019 to name: Laredo, Joan Quilit

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 person doing the process

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:

Handwritten Signature
PKIMT Management

Conforme: *Handwritten Signature*
19_PK33087

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FAIR-1A-1910-20248 2023

<i>Chloro</i> C. Redondo	<i>G. Magadia</i> G. Magadia
Audited By:	Noted By:

Name: Loreda, Joan
Position: Associate
ID Number: 19PK 37057
Batch No.: 204
Car Model/Line: Subaru/ 7103

Process: PKIMT layout
Group/Shift: DS/B
Date/ Time: Oct. 26, 2019 / 1:09
No. of Offense: 1st
Superior Name: E. Olano

Audit Findings: Un-authorized Person doing the Process

Details: associate doing lay out process certified only on taping process

WRITTEN EXPLANATION

Kaya ko po nagawa maginsert tumutulong lang
po ako dahil delay po ang lay out
kaya nagawa ko po iyan.

Hindi ko na po papahintaman ang hindi ko process.

> Delay ang lay out kanya tumulong, sig ang work na ginawa. Jk

Remarks/ Evaluation:

1 day suspension

Quintanilla
Signature of Employee
Date: 11-06-2019

Enrique
Jr Staff
Date: 11-08-19

Staff
Staff
Date: _____

Supervisor
Supervisor
Date: 11/11/19

Manager
Manager
Date: 11/15