



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 : 17_PK19615
Bronia, Ma. Cristina Tanay *Puani*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 16, 2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense: <i>1st</i> <i>2 OR 1 SUSPENSION</i> <i>APRIL 2-9, 2019</i> <i>Pi</i>	
Line <i>SUZUKI YD1 JTG - A</i>	
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>KW</i> KATHERINE O. CABRERA	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9-Mar-19 to name: Bronia, Ma. Cristina Tanay

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:

Non - compliance on SOP on using detection checker jig

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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]*
17_PK19615

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 : 17_PK19615

Bronia, Ma. Cristina Tanay

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 15-Mar-19

This refers to the alleged offense(s) you have committed at 9-Mar-19 to name: Bronia, Ma. Cristina Tanay

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:

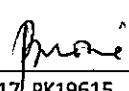
Non - compliance on SOP on using detection checker jig

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: 

17_PK19615

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION





FAS

Control No: PAUP-1A-10103-170

AGENCY

Please Specify: PKINT

 J. G. Magadia Audited By:	 J. G. Magadia Noted By:
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Name: Bronia Ma. Cristina T.
 Position: Associate
 ID Number: 17-PK19615
 Batch No.: 192
 Car Model/Line: SURUKI YD1 / S116

Process: Dimension / Shage
 Group/Shift: A-DS
 Date/ Time: March 9, 2019 / 9:25
 No. of Offense: 1st offense
 Superior Name: I. Core

Audit Findings: NON-COMPLIANCE ON S.O.P. OF USING DETECTION CHECKER JIG

Details:

Caught in act doing pressing of micro switch lever for function using
her finger by ~~pressing~~ passed the function.


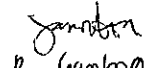



WRITTEN EXPLANATION

Ala Ma si Ma. Cristina T. Bronia y Shage dimension JIG Suruki YD1 Engine
fungsi ini po also yg broad en ingawa ko ke remem pny mali
Alam kopye rekayasa ng pnygany any pnygany ko ng pnygany
pnygany ngp. Naya detection checker jg remem po also kero
ds kopo rekayasa agal kng rekayasa o kndi. Naya
kngkng kngpo ng pnygany kng kngpo ng pnygany
ke kndi pe pnygany rekayasa ng kngpo kngpo rekayasa
ng pnygany kngpo ng pnygany kngpo kngpo rekayasa
Abal in diti any kngpo pnygany kngpo kngpo rekayasa
din po ng kngpo kngpo kngpo kngpo rekayasa
gms rekayasa ngp.

Remarks/ Evaluation:

already issued written and monitor the associate.

Please Issue I.R

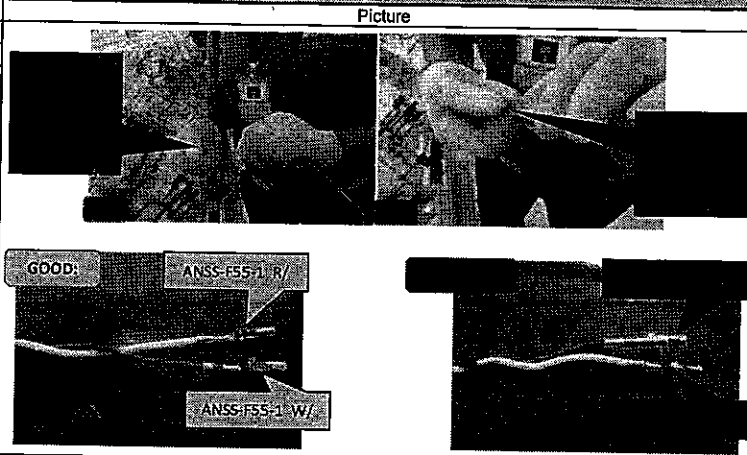
 Signature of Employee Date: <u>13-12-19</u>	 J. G. Magadia Jr Staff Date: _____	 I. Core Staff Date: <u>3/11/19</u>	 M. T. T. T. Supervisor Date: <u>3/11/19</u>	 K. M. M. M. Manager Date: <u>3/11/19</u>
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PAUP-1A-10103-170
11:50 PM

iAlert Line Audit Report

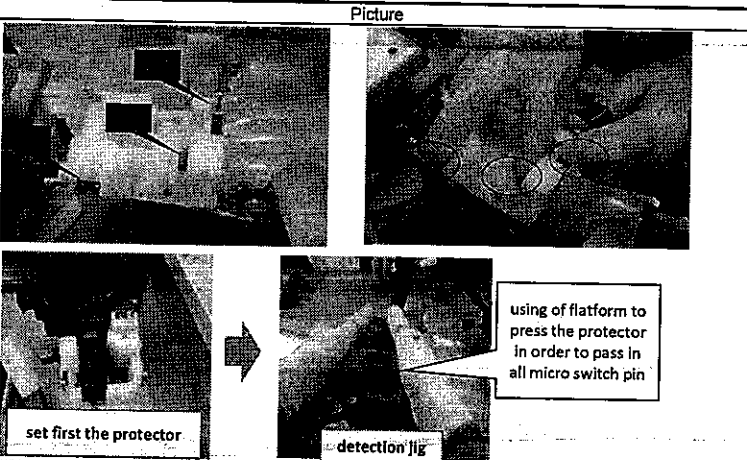
Car Model Suzuki YD1 Inpanel
Date/Time March 09 2019/9:30am
Line/ Process 5117/Layout
Shift/ Group A/DS
Person Informed J.Consulta
Details

Non -compliance on SOP when encountered abnormality (interchanged twisting of wire)
 (Un-twisting the wire and conduct manual twisting using her hand)



Car Model Suzuki YD1 Engine
Date/Time March 09 2019/9:40 AM
Line/ Process 5116/ Shiage Dimension
Shift/ Group A/DS
Person Informed I.Care
Details

Non-compliance on SOP of using detection checker jigs
 (caught in act doing pressing of micro switch lever for function using her finger- by passed the function)



Car Model Daihatsu D23L Inpanel
Date/Time March 09,2019/09: 55 AM
Line/ Process 2103/ Appearance
Shift/ Group A/DS
Person Informed F. Mojares
Details

Non compliance on SOP of Barcoding of Polycard
 (inspector barcoded the polycard on inspection table). It should be placed on polytainer during barcoding.

