



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_PK20772
Mendoza, Jinky Lepran

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENT:	
2 days suspension Aug 24-30, 2019 REPT. 3-4, 2019	
Line: micoz - p	
ACKNOWLEDGE BY:	
Signature: [Signature] Date: 8/27	

This refers to the alleged offense(s) you have committed at 8/7/2019 to name: Mendoza, Jinky Lepran

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:

Not following SOP- Conduct advance insertion

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]
18_PK20772

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-IA-1908-781

☒ AGENCY

Please Specify: PKINT

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

Name: Mendoza, Jinky
Position: Associate
ID Number: 18PK 20772
Batch No.: 200
Car Model/Line: Mazda1 100s

Process: Sub Assembly Process
Group/Shift: DS/B
Date/ Time: August 7, 2014/08:25
No. of Offense: 1st OFFENSE
Superior Name: J. DELA ROSA

Audit Findings: Non-Compliance on Insert Pull Method

Details:

Conduct advance insertion on connector S9E-S8 - 8M GP/ color W/

WRITTEN EXPLANATION

Ako po si Jinky L. Mendoza. Na-audit po ako ng advance insertion. Tun naman po ay hindi ko sinasadya na mapaadvance, pag nagsasub po kasi ako ay dire-direkto po ang pag-insert ko hindi ko po namalayan na hindi ko pa pala po nahihilo yung isang wire tapos napainser na po yung kasunod na wire. Tun po ang nakita ng ialert. Sa susunod po tingin na po ako sa PC para maiwanan ko po na mapaadvance ang insert.

Remarks/ Evaluation:

Issue penalty.

Jinky
Signature of Employee
Date: 08-13-14

Arman
Jr Staff
Date: 08/13/14

SMCok
Staff
Date: 08/13/14

Producursan
Supervisor
Date: _____

D. Magadia
Manager
Date: 8/14

gn 8/14