



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_PK29773
Faraon, Erny Renz Mercado *Faraon*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 17, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	
<i>1st - 2 days Suspension</i> <i>Sept. 27 - 28, 2019</i>	
<i>R-1306 awa</i> <i>9/17</i>	
Line <i>DOSL 2116</i>	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/3/2019 to name: Faraon, Erny Renz Mercado

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:

Associate caught doing taping in wire harness at Appearance Inspection Process, Unauthorized doing minor repair

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]*

19_PK29773

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 : 19_PK29773

Faraon, Erny Renz Mercado *faraon*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 16-Aug-19

This refers to the alleged offense(s) you have committed at 3-Aug-19 to name: Faraon, Erny Renz Mercado

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*

19_PK29773

FURUKAWA - Production Operator

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

PKIMT

DATE: 08-16-19

OFFENSE: CAUGHT DOING TAPING IN WIRE HARNESS

WRITTEN EXPLANATION:

AKO PO SI ERMY RENZ FARAON, NA (NOHULS) NAKITANG NAGTATAPE SA
APPEARANCE TABLE NA HANDS. CERTIFIED SA PROCESS, MALI PO ANG GINAWA
KO AMING PO AKO, DAHIL NARIN PO SA KAGUTUHAN KO MAKATULONG
SA LINE, NAGANG SA AMING OUTPUT, OPO, MALI PO ANG AKING KATUWIRAN
NGUNIT WAITING PO KAMI NG MATAGAL WALA PO AGAD MAKAPAGRESPOND
NG ANDON PO JINUSUNOD KO PO ANG SOP [STOP CALL AND WAIT]
PERO DABAY PO SA KARULANGAN SA TRO NG AMING LINE HANDS PO
MAKARESPOND ANG JR STAFF AT EXPERT DAHIL NAGSUSUPPORT PO SILA
SA (LINE) ARRY KAYA KO PO NAGIWA YUN AT THE SAME TIME TANGK
NA PO ANG HAPPINESS NAMIN AT MAY HENABOL PO KAMI NA TARGET
MALI PO PERO YUN PO ANG ALAM KO NA KAYA KONG ITUONG
PA UMAYHAN PO SILAMAT PO..

COUNTERMEASURE:

HANDS NAPO ULIT MATAGAL O GAGAWA NG MGA IPINAGBABAL


ERNY RENZ FARAON



Signature over Printed Name

DOIL 2116

Car Model / Line

COMPLIANCE AUDIT REPORT
(NS - Sherry O. Duarte)

Date: August 03, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding, Item for Improvement	OK	Action Taken	Category	Applicable / Other Company Policy	Com. via Shift	Person Informed	Incharge Car Model / Department	Person Incharged	Status/Remarks
1	08/03/19 NS	Daihatsu D01L line 2116			Associate caught doing taping in wire harness at appearance inspection process, unauthorized doing minor repair	NG	Remind concern member to follow inspection sop and advised to call the attention of line in- charge in case with abnormalities encounter during inspection of product	SOP	Enry Renz Faraon -PKIMT 		Russel Bagsic	Daihatsu	Sir Marlon	For Monitoring