



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_PK19408
Lescano, Gemmalyn Cabiscuelas

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 15-Feb-19

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense: 1st FOR 5 DAYS SUSPENSION / MARCH 4-8, 2019 March 9, 2019 / DC	
Line SURUKAWA 113	
Jr. Staff	
Staff	
ACKNOWLEDGE BY: [Signature] 2/13/19	
MANAGER	
Signature, Date	

This refers to the alleged offense(s) you have committed at 4-Feb-19 to name: Lescano, Gemmalyn Cabiscuelas

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 Follow SOP in Lay - out process

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] 2/15
PKIMT Management

Conforme: [Signature]

17_PK19408


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_PK19408
Lescano, Gemmalyn Cabiscuelas 
FROM : PKIMT Management
SUBJECT : Notice to explain
No.of Offense : 1st offense
DATE : 11-Feb-19

This refers to the alleged offense(s) you have committed at 4-Feb-19 to name: Lescano, Gemmalyn Cabiscuelas

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:

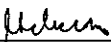
Not Follow SOP in Lay - out process

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 
17_PK19408

FURUKAWA - Production Operator

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

Date:February 04,2019

Line:Suzuki Line 5113-B

Agency;PKIMT

Ma'am

Safety first po!

This is to inform that Ms.Gemmalyn Lescano(almost 8 months on process) is our top contributor of crosswire at layout process.She has a total of 7 crosswires for the month of December, 8 crosswires for the month of January and currently has 2 consecutive crosswire for the first week of February .Upon observation she was not consistent in referring to assy drawing and not following her sequence inspite of frequent instruction and re-orientation.In this situation,we need to consider the quality of the line and we decided to transfer her to other process without insertion.

Prepared by:

Rona Vivar

PD4 Staff

Pls- isme 1K.
— hwh 2/7/19
KEA BANA

WRITTEN EXPLANATION

Name: Lescano, Gemmalyn

Date: 2/4/19

Violation: not following SOP

No. of violation: _____

Line 513

Reason:

Ako po ay nag karoon ng wrong insert sa sub 16 sa kadahilanan po na di ako gumamit ng pagbibilang ng cavity. At di ko pagtingin sa sub drawing.

Countermeasure:

magbibilang na po ako ng line at cavity ng baw at connector na pag iinsertan ko po. Titingin na din po ako sa sub drawing

Gemmalyn Lescano

EMPLOYEE

C. Obes
JR. STAFF

Staff
STAFF

Princess Y. Sison

SUPERVISOR

SECTION MANAGER

January

DATE	OCCURRENCE PROCESS	RESPONSIBLE PERSON	PRODUCT NAME	LOT NO	SERIAL NO	Defect Category	Defect Category No.	DEFECT DETAILS / DESCRIPTION
3	LAYOUT	GEMMA B	36602-53RF0	59WD10	00010		9	WRONG INSERT ON JSN-32F-GR GR/ L1C1 NG: L2C1 CIVUS 0.35
5	LAYOUT	GEMMA B	36602-53R80	59WD08	00015		00009	WRONG INSERT ON JSN-32FA-SB SB/ L1C11 NG: L1C10 CIVUS 0.35
5	LAYOUT	GEMMA B	36602-53RJ1	59WD81	00004		00009	ON JMXS-20FA-K R/ L2C9 NG: L2C10 LG/ L2C10 NG: L2C9
7	LAYOUT	GEMMA B	36602-53RF0	59WD13	00071		00009	WRONG INSERT ON JSN-32F-GR V/ L1C3 NG: L1C6
7	LAYOUT	GEMMA B	36602-53RF0	59WD13	00063		00009	WRONG INSERT ON JSN-32F-GR Y/ L1C11 NG: L1C1 CIVUS 0.35
7	LAYOUT	GEMMA B	366023-53R70	59WD05	00015		00009	WRONG INSERT ON JMXS-20FA-L R/ L2C9 NG: L2C10
9	LAYOUT	GEMMA B	36602-57R20	59WZ71	00072		00009	WRONG INSERT ON CONN. JMXS-20FA-L V/ L1C9 NG: L2C10 CIVUS 0.35
29	LAYOUT	GEMMA B	36602-53RJ1	59AY33	00052		00009	WRONG INSERT ON JMXS-20FA-L LG/ L2C10 NG: L2C9

Number

DATE	REWORKIN G ISSUE NUMBER	LINE NO. / LINE NAME	GROUP NAME / SHIFT NO	PROCESS DETECTED	OCCURRENCE PROCESS	RESPONSIBLE PERSON	Defect Category	Defect Category No.	DEFECT DETAILS / DESCRIPTION
1	21	5113	SHIFT B	LAYOUT	LAYOUT	GEMMA B		9	WRONG INSERT ON CONN. JMX5-20FA-L LG/ L2C10 NG: L2C9 CIVUS 0.75
4	48	5113	SHIFT B	LAYOUT	LAYOUT	GEMMA B		00009	WRONG INSERT ON JSN-32F-GR Y/ L1C11 NG: L1C12 CIVUS 0.35
5	83	5113	SHIFT B	ECT	LAYOUT	GEMMA B		00009	WRONG INSERT ON SSG/TSN10-18F-GR L/ L2C3 NG: L2C2 CIVUS 0.35
10	199	5113	SHIFT B	LAYOUT	LAYOUT	GEMMA B		00009	WRONG INSERT ON CONN. JSN-32FA-GR VI/ L1C3 NG: L1C11
14	361	5113	SHIFT B	LAYOUT	LAYOUT	GEMMALYN B		00009	WRONG INSERT ON CONN. JMX5-20FA-L R/ L2C9 NG: L1C9 CIVUS 0.35
18	453	5113	SHIFT B	ECT	LAYOUT	GEMMA B		00009	SSG/TSN8-18M BE/ L1C5 NG: L2C6 F/ L2C6 NG: L1C5
19	483	5113	SHIFT B	LAYOUT	LAYOUT	GEMMA B		00009	WRONG INSERT ON JMX5-20FA-L BE/ L2C2 NG: L1C9 CIVUS 0.35