

MEMORANDUM NO. HRADM

TO : 17_PK10308
Tumbaga, Zienna Rose Manalo

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : September 4, 2019

Zienna

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	2nd
2 days suspension	
Sept 15-16, 2019	
Line	M118 - A
ACKNOWLEDGE BY:	
MANAGER	<i>Jose A. R.</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/16/2019 to name: Tumbaga, Zienna Rose Manalo

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 - did not conduct checking of retainer lock before application of marking

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:

CN
PKIMT Management

Conforme: *Zienna*
17_PK10308

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1908-897

☒ AGENCY

Please Specify: PKINT

<u>Phadawand</u> Ph. Pacuron	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Tumbaga, Zienna Rose
Position: Associate
ID Number: 17-PK10808
Batch No.: 144
Car Model/Line: mazda / 1118

Process: ECT
Group/Shift: DA
Date/ Time: August 16, 2019 / 10:20
No. of Offense: 1st
Superior Name: B. Jamito

Audit Findings: Not following SOP

Details:

Associate did not conduct checking of retainer lock before application of markings.

Note: 6 connectors

WRITTEN EXPLANATION

Di naman po sa hindi talaga ako nagcheck ng Connector namin sa pagmamark po kasi visual nang makikita kung nakaumbok ang Retainer lock paghahati magpas ang pagkakalock. Kaya lang sa tingin po ng Auditor hindi ako nagka-conduct checking sa mga connector. Check pa din po namin yung mga connector bago ilagay sa jig.

Parang ang nangyari po kasi ang iniisip ng nag-audit basta-basta lang po ang aking pagmamark, tingnan po kasi nila nangyari ay ipress ko ang connector bago markan e kita naman po kung ayos ang lock ng retainer. Naddowntime din po kasi kami.

Remarks/ Evaluation:

Issue Penalty

Zienna Rose
Signature of Employee
Date: 08-17-19

B. Jamito
Jr Staff
Date: 08-17-19

Enrique
Staff
Date: 8-19-2019

Supervisor
Supervisor
Date: 08/19/19

Manager
Manager
Date: 8/20