



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 : 14 0710770
NAME : Ignacio, Annaliza Camape *Annaliza*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd offense
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
5 days suspension Oct 24-29, 2019	
Line	5702 / 11
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i> 10/21/19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/16/2019 to name: Ignacio, Annaliza Camape

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 following SOP - Did not return connector to connector jig during Lay out

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:

[Signature]
PKIMT Management

Conforme: *Annaliza* *Ignacio*
14_0710770

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 : 14_0710770
NAME : Ignacio, Annaliza Camape *Ignacio*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 3rd offense
DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 16-Sep-19 to name: Ignacio, Annaliza Camape

Violation Offense I V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: *Annaliza Ignacio*

14_0710770

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 18-1809-1273

☐ AGENCY

Please Specify: PRIME

<u>E. Labatana</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Ignacio Annaliza
Position: Associate
ID Number: 14 010110
Batch No.: 67
Car Model/Line: Suzuki / 510A

Process: Layout
Group/Shift: 805 / A
Date/ Time: Sept 14, 2019 / 9:25
No. of Offense: 1st
Superior Name: G. Vera

Audit Findings: not following SOP
Details:

Associate did not return connector on connector jig during layout.

WRITTEN EXPLANATION

last insertion po ako ng layout, pagkakaisa ko naman po binabalik ko ang connector sa connector jig. Nung time na yun advance po ako at yung last na ng insertion hindi na sigurado naghagay ng naps sa jig. Hindi ko naman po yung mababalan at madura po yung running naman ng time na yun. Since po ako na nilalagay ko yung naps connector sa connector jig dahil yun po ang SOP. Ang maliit na sa ibang intent pag babayaran hindi inaudet at pag yung hindi ko close yung ang inaudet. Paki karcha lang po ang pag audit dahil signado ako na nilalagay ko sa jig ang naps connector.

Remarks/ Evaluation:

1st Penalty

<u>Annaliza</u> Signature of Employee Date: <u>9/24/19</u>	<u>E. Labatana</u> Staff Date: <u>9/24/19</u>	<u>G. Vera</u> Staff Date: <u>9/24/19</u>	<u>E. Labatana</u> Supervisor Date: <u>9/24/19</u>	<u>G. Magadia</u> Manager Date: <u>9/25/19</u>
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