



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_PK18370
Alim, Anabelle Nazarte *Anabelle Alim*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 3rd offense

DATE : 3/1/2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
	FOR 11 DAY SUSPENSION
	MARCH 18, 2019
	11 - 22
Line	WORKER JH7 - NC
Ir. Staff	returned 3/23 D/S
Staff	
ACKNOWLEDGE BY	<i>[Signature]</i> Anabelle Alim
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 16-Feb-19 to name: Alim, Anabelle Nazarte

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:

Non-Compliance Insert-Pull Method

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: *Anabelle Alim*

17_PK18370

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_PK16148

Alim, Anabelle Nazarte *Anabelle Alim*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 3rd offense

DATE : 28-Feb-19

This refers to the alleged offense(s) you have committed at 16-Feb-19 to name: Alim, Anabelle Nazarte

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:

Non-Compliance Insert-Pull Method

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: *Anabelle Alim*

17_PK16148

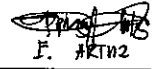

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1902-D103

 F. #RTN2	 G. Magadia
Audited By:	Noted By:

Name: Anabelle Alim
 Position: ASSOCIATE
 ID Number: 17-PK16148
 Batch No.: 172
 Car Model/Line: Suzuki / 517

Process: Sub-Asy
 Group/Shift: B-DC
 Date/ Time: February 16, 2019 / 02:13 PM
 No. of Offense: 2nd Offense
 Superior Name: Bebelyn D. Castro
Staff

Audit Findings: NON-COMPLIANCE ON INSERT - PUL - METHOD

Details: - conduct Advance insertion

Product: 30620-79R00 (1)-1-P

Connector: AP2-QF-B

Advanced wire: Be/

→ Associate was caught in the act inserting Be/ wire, even if she already encountered dotsu on her process.

WRITTEN EXPLANATION

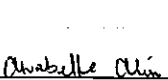
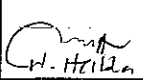
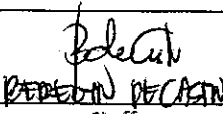

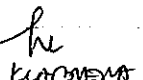
AKO PO SI ANABELLE ALIM, NA AUDIT PO AKO NGA I-ALERT
 NA NAG-ADVANCE INSERTION. KAYA KO LANG NAMAN PO UN
 NAGAWA DAPIL AYAW KO LANG NAMAN PDNG MADALAY MAG
 -KAWINDO LANG NAMAN PO UNG NAGDSTUNG WIRE AT UNG
 WIRE NA NAGADVANCE KO. KINUSAPOT PO KANI UN PAREHO SA
 Y-D DUN PO KANI AKO KADALAWANG NAGTATAGAL.

Remarks/ Evaluation:

Follow

Stop - CAN-WAIT

Please Issue /R

 Signature of Employee Date: <u>02/22/19</u>	 Jr Staff Date: <u>02/22/19</u>	 Staff Date: <u>02/22/19</u>	 Supervisor Date: <u>2-22-19</u>	 Manager Date: <u>2/22/19</u>
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ID NO	NAME	DATE COMMITTED	O.V.#	Omission or com	DISCRIPTION	Penalty
17_PK16148	Alim, Anabelle Nazarte	1/18/2018	52	Absence from wor	Absent without information	Warning for Suspension
17_PK16148	Alim, Anabelle Nazarte	4/ 26 - 27 /2018	52	Absence from wor	Disapproved Leave due to Lack of Attachment	Suspended May 17, 2018
17_PK16148	Alim, Anabelle Nazarte	4/5,6,17,20/2018	42	Incurrence of tard	Tardiness	Suspension June 20, 2018
17_PK16148	Alim, Anabelle Nazarte	5/24/2018	67	Submission of fra	Using other's Temporary Id to enter the company	Suspended July 19-26, 2018
17_PK16148	Alim, Anabelle Nazarte	12/19/2018	48	Omission or com	Not Follow SOP - Unauthorized Repair	Suspended Feb 5-8, 2019
17_PK16148	Alim, Anabelle Nazarte	1/4/2019	48	Omission or com	Not follow SOP - Non compliance on Insert-Pull Method	Suspension date on March 4-9, 201
17_PK16148	Alim, Anabelle Nazarte	2/16/2019	48	Omission or com	Non-Compliance Insert-Pull Method	NTS