



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 : 18_PK21193
Basa, Lady Angela Mercado *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd offense
DATE : September 5, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense: <i>3rd - 6 days Suspension</i> <i>OCT. 7-12, 2019</i>	
<i>Oct-10/14 - DS -</i>	
Line	<i>88602</i>
ACKNOWLEDGE BY:	<i>[Signature]</i> <i>9/4/19</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/20/2019 to name: Basa, Lady Angela 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:

Not following SOP(did not refer to sub PC during insertion of wire)

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]*

18_PK21193


FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK21193
Basa, Lady Angela Mercado 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 3rd offense
DATE : September 4, 2019

This refers to the alleged offense(s) you have committed at 08/20/2019 to name: Basa, Lady Angela 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:

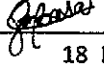
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NOTED BY:


PKIMT Management

Conforme: 
18_PK21193

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: TAIP-IA-1408-895

☒ AGENCY

Please Specify: PKMT

<u>J. Magadia</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Basa, Lady Angela
Position: Associate
ID Number: BPK21193
Batch No.: 201
Car Model/Line: Suzuki 150A

Process: Sub Assembly Process
Group/Shift: NS-B
Date/ Time: August 20, 2019/12:05
No. of Offense: 1st offense
Superior Name: C. Carables

Audit Findings: Not following SOP

Details: did not refer to sub PC during insertion of wire AEE-BA-GSFLA-B & SSE-SBCEA-B

WRITTEN EXPLANATION

Na audit po ako sa kadahilang hindi daw po ako tumitingin sa aking sub-PC. Pero sa tunay po ay tumitingin ako ng hindi naman po kailangan pang igalaw ang aking ulo para itingala at tumingin sa P.C. dahil kaya pa naman pang maabot ng tingin ng mga mata ko ang PC ng mata lang gumagalaw. Maari pang magkaroon ng cross wire defect ang isang business kung hindi susundin ang S.O.P ng bawat portions. At sa bawat defect na magagawa at makatampas sa ating inspections ay maaaring madala ito sa ating customers na maaaring pagkaroon ng customer claim na itasasama sa ating kompanya. At para po sa aking kaalaman ang hindi pagsunod sa ating Standard Operation Procedure at pagkaroon ng audit ay makaka-apekto sa aking trabaho dahil maaari po akong mabigyan ng parusa sa trabaho o pagbakatanggal sa trabaho.

Nawa po mawalaan nyo ang aking paliwanag.

Remarks/ Evaluation:

Issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>08-24-19</u>	<u>[Signature]</u> Jr Staff Date: <u>8-28-19</u>	<u>[Signature]</u> Staff Date: <u>8-23-19</u>	<u>[Signature]</u> Supervisor Date: <u>8-27-19</u>	<u>[Signature]</u> Manager Date: _____
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