



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\_PK27379  
Lauta, Myline Ocmer ✓ *Signature*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 9/20/2019

| PKIMT                |   |
|----------------------|---|
| ACKNOWLEDGEMENT FORM |   |
| COMMENTS/ ASSESSMENT |   |
| No. Offense:         | 2nd - 1 DAY SUSPENSION<br>Oct. 10, 2019 |
| Line                 | MURRAY 7106                             |
| ACKNOWLEDGE BY:      | <i>Signature</i> / 9-17                 |
| MANAGER              |   |

This refers to the alleged offense(s) you have committed at 8/24/2019 to name: Lauta, Myline Ocmer

**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 - Conduct multiple picking of wire during sub assy 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*  
**PKIMT Management**

Conforme: *Signature*  
18\_PK27379

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





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**MEMORANDUM NO. HRADM**

TO : 18\_PK27379

Lauta, Myline Ocmer - *Myline*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 2nd offense

DATE : 12-Sep-19

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This refers to the alleged offense(s) you have committed at 24-Aug-19 to name: Lauta, Myline Ocmer

Violation Offense No.V

**OFFENSES AGAINST COMPANY INTEREST**

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 - Conduct multiple picking of wire during sub assy process

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: *[Signature]*  
18\_PK27379

FURUKAWA - Production Operator

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


# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-7008-931

☒ AGENCY

Please Specify: PKWIT

|                        |   |
|------------------------|---|
| Quitters<br>J. Vintora | <br>G. Magadia |
| Audited By:            | Noted By:   |

Name: Lautu Myline  
Position: Associate  
ID Number: 12-PK27379  
Batch No.: 234  
Car Model/Line: Sukawi 667 129104

Process: Sub Assy  
Group/Shift: DC-A  
Date/Time: Aug. 24, 2019 / 02:45  
No. of Offense: 1st Offense  
Superior Name: J. Aldry

Audit Findings: Not Following SOP

Details:

Conduct Multiple picking of wire during process

Y1

Y101

W1

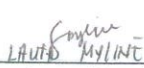
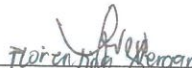



Y161

## WRITTEN EXPLANATION

Ako po si Myline Lautu nagawa ko lang po ang pagkuha ng  
wahay-wahay dahil malayo po ang agwat ng bawat whilacore, linaag beses  
ko lang naman po yun nagawa sa kagutuban ko lang po na  
mapabilis ang aking ginagawa.  
Hindi ko na po ulitin susunod na po ako sa SOP

Remarks/ Evaluation:

Written 

|   |   |  |  |   |
|---|---|--|--|---|
| <br>Signature of Employee<br>Date: <u>08-24-19</u> | <br>Jr Staff<br>Date: <u>8-29-19</u> | <br>Staff<br>Date: <u>8-29-19</u> | <br>Supervisor<br>Date: <u>8-30-19</u> | <br>Manager<br>Date: <u>98-1</u> |
|---|---|--|--|---|