



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 : 20\_PK40543  
NAME : *Hidalgo*  
Hidalgo, Kayzelle De Ocampo  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 1st Offense  
DATE : September 27, 2020

ACKNOWLEDGED  
COMMENTS/ ASSESSMENT  
No. Offense: 1st  
Written Warning  
9/28 - RS  
Line/Shift: PABANU MINTAL  
ACKNOWLEDGE BY: *Hidalgo*  
MANAGER  
Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/21/2020 to name: Hidalgo, Kayzelle De Ocampo

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 - Mixed wire found TRD during mass production**

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:

*Kleury*  
PKIMT Management

Conforme: *Hidalgo*  
20\_PK40543

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 : 20\_PK40543  
NAME : *K. Hidalgo*  
Hidalgo, Kayzelle De Ocampo  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 26-Sep-20

This refers to the alleged offense(s) you have committed at 24-Aug-20 to name: Hidalgo, Kayzelle De Ocampo

**Violation Offense ] 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 :

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This is for your guidance and strict compliance.

NOTED BY:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*

20\_PK40543

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PLMT

Control No: FAIR TA - 2008-1859

<u>Influencer</u> <u>M. Murtib</u>	<u>Schwarz</u> <u>B. Hernandez</u>	<u>CMJ</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Hidalgo Kayzelie

Position: Associate

ID Number: 20PK4543

Batch No.: 913

Car Model/Line: Subaru / initial

Process:

Group/Shift:

Date/ Time:

No. of Offense:

Superior Name:

Cutting and crimping

NS-B

Aug. 21, 2020 / 6:30

1st

C. Fabellere

Non-compliance Reference/Document Control

Number:

FAIR-WI-ENG CC-003

Cutting, Crimping

Details of Audit Findings:

Not following SOP  
Mixed wire lot found on TED 211 during mass production

## WRITTEN EXPLANATION

Kaya po nagkaroon ng dalawang wire lot sa tapat ng ating machine ay dahil nakalimutan ko pong ibalik ang 61 wire lot sa lalagyan sa kadahilananang sobra po atong nagmamadali dahil marami pa po atong land na matitira at maldipit na pong magsix nung oras na yon. Nagkataon lamang po yon dahil lagi naman po atong magbabalik ng wire lot sa lalagyan at Nangahaga po atong hindi na po yon mauulit.

## REMARKS/ EVALUATION

☐ i-Alert written only



Agency/FAIP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Hidalgo</u> Employee Date: <u>2020-08-22</u>	<u>Staff</u> Staff Date: <u>2020-08-22</u>	<u>Staff</u> Staff Date: <u>2020-08-22</u>	<u>Supervisor</u> Supervisor Date: <u>08/22/2020</u>	<u>Manager</u> Manager Date: <u>09-02-20</u>
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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 : 19\_PK32240  
NAME : Bolima, Mark Harold Escamillas - *Mark*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : September 27, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>Act - 1 DAY SUSPENSION</i>
	<i>OCT. 19, 2020</i>
Line/Shift	<i>PUBALAN 11/17/17</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **8/24/2020** to name: **Bolima, Mark Harold Escamillas**

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 - Associate caught doing barcode first before set up of components on TRD 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]*  
**19\_PK32240**

**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 : 19\_PK32240

NAME : Bolima, Mark Harold Escamillas ✓ *Mark*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 26-Sep-20

This refers to the alleged offense(s) you have committed at 24-Aug-20 to name: Bolima, Mark Harold Escamillas

**Violation Offense ] 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 - Associate caught doing barcode first before set up of components on TRD 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:

*Jane*

PKIMT Management

Conforme: ✓ *Mr. Furukawa*

19\_PK32240

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2008-1914

☒ AGENCY

Please Specify: PLINT

for: <u>for: <del>for: Penaranda</del></u>	<u>C. Hernandez</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Bolma Mark Harold  
Position: ASIA  
ID Number: 100132240  
Batch No.: 262  
Car Model/Line: Subaru GL1 red 215

Process: Auto crimping  
Group/Shift: ASIA  
Date/ Time: August 24 2020 10:20  
No. of Offense: 1st offense  
Superior Name: C. Marasigan

Non-compliance Reference/Document

Control Number:

FALP-W1-ENG-CC-008

cutting & crimping

## Details of Audit Findings:

Not following SOP: associate caught doing barcode first before set up of components (wire) in the process.

## WRITTEN EXPLANATION

Aku pa si Mark Harold E. Bolina Nandit nuery August 25 2020  
Mag barcode muna bu ako bago mag set sa subrang pammagkati ko  
ku muna ko muna bu ang barcode ni wire bago ito iset - Hindi ko na  
ku makitang ang mag barcode muna bago set sa susunod iset ko muna  
ang wire bago ibarcode

## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

☐ Agency/FALP Written Only(based on handbook)

<u>U. Lim</u> Employee Date: <u>8-27-20</u>	<u>Shirley</u> Jr Staff Date: <u>08/27/20</u>	<u>[Signature]</u> Staff Date: <u>08/28/20</u>	<u>[Signature]</u> Supervisor Date: <u>08/28/2020</u>	<u>[Signature]</u> Manager Date: <u>9/2/2020</u>
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