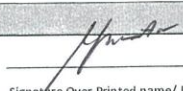




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK34631  
NAME : Camua, Xenalyn Cardinoza  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : February 25, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense:	1st - 10MY SUSPENSION 3/10/2020
Line	PUZUKI YKA 7710 -B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/22/2020 to name: Camua, Xenalyn Cardinoza

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:**

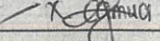
**Not Follow SOP - Conduct advance Insertion**

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:

  
PKIMT Management

Conforme:   
19\_PK34631

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\_PK34631  
NAME : Camua, Xenalyn Cardinoza  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 20-Feb-20

This refers to the alleged offense(s) you have committed at 22-Jan-20 to name: Camua, Xenalyn Cardinoza

**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 Follow SOP - Conduct advance Insertion**

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:

  
PKIMT Management

Conforme:   
19\_PK34631

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: ACMT

Control No: FALP-WI-2001-0164

<u>J. Nandigama</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Camua Xenalyn  
 Position: Associate  
 ID Number: 19PH340.91  
 Batch No.: 971  
 Car Model/Line: Suzuki 301.5110

Process: Sub Assy  
 Group/Shift: NS-B  
 Date/ Time: January 12, 2020 / 1:00  
 No. of Offense: 191  
 Superior Name: J. Nandigama

Non-compliance Reference/Document

Control Number:

FALP-WI-PRD-SA-043

Sub assembly process

## Details of Audit Findings:

No following SOP

conduct advance insertion on conn. SN-2F, DSF-3F, DS-1L, SNH-4M wire color: Y, B, L, G

## WRITTEN EXPLANATION

I pag paumanhin po ninyo ang ating na gawang pag takamati na advance insertion at Hindi. pag sunod sa SOP, sa kadahilanan po na delay na delay na pak ako at wala na pang ma ilay dit sa board asahan po ninyo na hindi ko na pa ulit gagawin ang pag advance insertion at susunod na po ako sa SOP kaya ko po na gawa un natuturingan po ako mag insert ay natutulong po ang gawang un po ko ay may gawang holder tapos po lumayo po ang gawang holder gawa po ng sa kC e liban din po ang ating ko part na wala pang mag hahawak ng kabilang dulo. Kaya po na po advance insert ko po.

## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only(based on handbook)

2/3/2020 meets

<u>J. Nandigama</u>	<u>J. Nandigama</u>	<u>K. De Castro</u>	<u>F. C. Cables</u>	<u>G. Castala</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>01-23-20</u>	Date: <u>01-23-20</u>	Date: <u>1-23-20</u>	Date: <u>1-23-2020</u>	Date: <u>02-02-2020</u>