



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\_PK25412  
NAME : Natividad, Myrene Perez  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : November 29, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
2 days suspension 12/5-6/2019	
Line/Shift	H-3017 / P
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Related name / Date	

This refers to the alleged offense(s) you have committed at 10/24/2019 to name: Natividad, Myrene Perez

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 - Unauthorized repair**

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:

18\_PK25412

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 : 18\_PK25412  
NAME : Natividad, Myrene Perez  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd Offense  
DATE : 27-Nov-19

This refers to the alleged offense(s) you have committed at 24-Oct-19 to name: Natividad, Myrene Perez

**Violation Offense I 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 - Unauthorized repair**

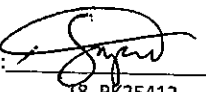
You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

  
PKIMT Management

Conforme:

  
18\_PK25412

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PHIP-IA-1910-1995

☒ AGENCY

Please Specify: PLINT

<u>Inspector</u> <u>M. Tashan</u>	<u>JP</u> <u>G. Magadia</u>
Audited By:	Noted By:

Name: Natividad, Myrene  
Position: Associate  
ID Number: 18P145912  
Batch No.: 223  
Car Model/Line: Honda Merge/3107

Process: Dimension  
Group/Shift: DS/B  
Date/ Time: October 24, 2019/03:50  
No. of Offense: 1st offense  
Superior Name: D. Katigbak

Audit Findings: Un-authorized / Hidden Repair

Details:

conduct pulling of branch due to encountered minimum dimension from end of tape to end of connection.

## WRITTEN EXPLANATION

AKO PO SI MYRENE PEREZ NATIVIDAD NG HONDA MERGE 3107 B AY  
NA AUDIT DAPIN MAGHILA NG BRANCH YUN PANG PRODUCT NA 3209-TAA-0100-4,  
SEQUENCE 21 AY MINIMUM ANG SUKAT KAYA HINILA KO PO NG KANIT.  
PADA TUNGAT SA GREEN ZONE. YUN NAGMAN PANG PRODUCT NA 3209-  
TAA-9410-6 AY GOOD ANG SUKAT PERO NAKABALIK ANG RLOT KAYA  
BALIKAT KO LANG PO, HINDI KO PO MUON HINILA.

SA SUSUNOD NA MAMAKAPUNINTER AKO NG AY ITAWAGIN  
KO KAGAGAP ANG AMING JR-STAFF AT MAGFEEDBACK SA MAG  
MANAGER GUMAGAWA SUSUNOD KO WAPIN PO ANG STANDARD.

- Follow up step can't wait

Remarks/ Evaluation:

Issue Penalty based from Hand book  
and memo

<u>[Signature]</u> Signature of Employee Date: <u>11-07-19</u>	<u>[Signature]</u> Jr Staff Date: <u>11-07-19</u>	<u>[Signature]</u> Staff Date: <u>11/7/19</u>	<u>[Signature]</u> Supervisor Date: <u>11/7/19</u>	<u>[Signature]</u> Manager Date: _____
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for 11/23