



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 : 15\_PK01306  
Buisan, Analie Rosaria *AR*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : *1st* offense *per*  
DATE : August 26, 2019

| ACKNOWLEDGEMENT FORM              |  |
|-----------------------------------|--|
| COMMENTS                          |  |
| No. Offense:                      | <i>1st - (1st) SUSPENSION</i><br><i>DEPT. 24, 2019</i><br><i>22 ~ 24</i><br><i>DEPT. 26</i><br><i>Reserve: DEP. - 12</i> |
| Line                              | <i>NISCAH CID 2</i>  |
| ACKNOWLEDGE BY:                   | <i>[Signature]</i>   |
| MANAGER                           |  |
| Signature Over Printed name/ Date |  |

This refers to the alleged offense(s) you have committed at 7/17/2019 to name: Buisan, Analie Rosaria

**Violation Offense No.V**

**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 follow Stop-Call-Wait**

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]*

15\_PK01306

FURUKAWA - Production Operator

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



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**MEMORANDUM NO. HRADM**

**TO** : 15\_PK01306

Buisan, Analie Rosaria *[Signature]*

**FROM** : PKIMT Management

**SUBJECT** : Notice to Explain

**No. of Offense** *[Signature]* : 1st offense

**DATE** : 24-Aug-19

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This refers to the alleged offense(s) you have committed at 17-Jul-19 to name: Buisan, Analie Rosaria

**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 follow Stop-Call-Wait**

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]*

15\_PK01306

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: ALP-1A-1401-567

☒ AGENCY

Please Specify: PRINT

|                    |                      |
|--------------------|----------------------|
| <u>EC</u><br>ARTU2 | <u>GD</u><br>Magadia |
| Audited By:        | Noted By:            |

Name: Bulson, Analie  
Position: Associate  
ID Number: 15-PK01306  
Batch No.: # 98  
Car Model/Line: Nissan / 6102

Process: Sub- Assy  
Group/Shift: Shift B - NS  
Date/ Time: July 17, 2019 / 07:55AM  
No. of Offense: 1st OFFENSE  
Superior Name: Jocel Reyes - Jr. Staff

Audit Findings: Non Compliance on INSERT - PULL - METHOD

Details: - Conduct Advanced insertion during her process

Connectors: RSC-BE-2F-Gr = W/  
YRH-CB-36F1-Gr = W/

## WRITTEN EXPLANATION

Magandang Kraw po... Hindi ko po intention na mag-advanced insertion ke po...  
gusto yon lase na po ang mga lig nun... kailangan po pag mag-insert sabay push  
sa lig para hindi mag-dotsu sabay po sa black di ok na po... mkinat na  
na yung white po sa YRH-CB-36F1-GR isinood ko na ke po mag-dotsu biala  
naps push po ako sa RSC-BE-2F-GR ei hindi naman po ssa mkinat... parang  
nasa labas po ssa ng butas ng 2F GR napadun po sabay naps-insert ei mabilis  
naman po mag-insert sa 2F ke po mabuti baka nun...  
Alala po ke ako nagmamadali baya pag nun pag tunga na mkinat na po  
black isinood ko na ang white ke po ok na naman si chaka po mag-dotsu sa  
black tapos main/npush ko po ang tendency po pasapok ang white sa  
RSC-BE-2F-GR...

## Remarks/Evaluation:

This is not members fault. We have issue on jig regarding sensitivity  
of pin and sequence process itself.

members should not be given any form of disciplinary action  
w/ regards on this audit.

Issue Penalty

STOP-CALL-WAIT must be followed.  
NO EXCUSES.

|  |   |  |   |  |
|--|---|--|---|--|
| <u>gfn</u><br>Signature of Employee<br>Date: <u>07-22-19</u> | <u>J. Reyes</u><br>Jr Staff<br>Date: <u>7/22/19</u> | <u>L. J. Jr</u><br>Staff<br>Date: <u>7/22/19</u> | <u>S. M. Jr</u><br>Supervisor<br>Date: <u>7-23-19</u> | <u>G. Ferrer</u><br>Manager<br>Date: <u>7-24</u> |
|--|---|--|---|--|

| 1     | ID NO      | NAME                           | DATE COMMITTED | O.V.# | Omission | DESCRIPTION  | Penalty                          |
|-------|------------|--------------------------------|----------------|-------|----------|--|----------------------------------|
| 4157  | 15_PK01306 | Buisan, Analie Rosaria         | 7/18/2016      | 48    | Omission | Supported unauthorized process resulted to improper markings of connector      | Suspended                        |
| 4353  | 14_1610859 | Frondoza, Gretta Lou Caramonte | 10/26~28/2016  | 52    | Absence  | Unauthorized Absences  |                                  |
| 4354  | 15_PK01306 | Buisan, Analie Rosaria         | 10/28/2016     | 48    | Omission | Continuous Inserting of terminal to connector in sub-assy even dotsu alarm     | Suspended                        |
| 4558  | 15_PK01306 | Buisan, Analie Rosaria         | 2/24/2017      | 48    | Omission | Not following insert pull method   | Suspended 3/14 to 16, 2017       |
| 5656  | 15_PK01306 | Buisan, Analie Rosaria         | 7/4/2018       | 43    | Abuse    | Over Break (35 Minutes)  | Written Warning                  |
| 8423  | 15_PK01306 | Buisan, Analie Rosaria         | 12/5/2018      | 48    | Omission | Not follow the SOP on sub assy process- Encountered defect missing on sub assy | Suspended Jan.9~10, 2019         |
| 8798  | 15_PK01306 | Buisan, Analie Rosaria         | 2/26/2019      | 52    | Absence  | Unauthorized absences  | Written Warning                  |
| 9693  | 15_PK01306 | Buisan, Analie Rosaria         | 7/13/2019      | 52    | Absence  | Unauthorized absences  | Suspension on July 30 ~ 31, 2019 |
| 10043 | 15_PK01306 | Buisan, Analie Rosaria         | 7/17/2019      | 48    | Omission | Not follow Stop-Call-Wait  | NTS                              |