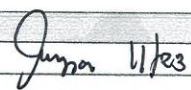




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK25682
NAME : Rotor, Paula Jane Zaraspe
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : November 9, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	1 DAY Suspension 11-09-2019
Line/Shift	M1121/A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/15/2019 to name: Rotor, Paula Jane Zaraspe

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 - Continue the process even she encountered R-Pull on sub assy

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_PK25682

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_PK25682
NAME : Rotor, Paula Jane Zaraspe 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd Offense
DATE : 18-Nov-19

This refers to the alleged offense(s) you have committed at 15-Oct-19 to name: Rotor, Paula Jane Zaraspe

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Commission 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 - Continue the process even she encountered R-Pull on sub assy

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_PK25682

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1910-187

☒ AGENCY

Please Specify: PLMT

<u>D. Tienheim</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: PAULA JANE ROTON
 Position: ASSOCIATE
 ID Number: 18DK25682
 Batch No.: 225
 Car Model/Line: MARDA / 1121

Process: SUB-ASSEMBLY PROCESS
 Group/Shift: DS/1A
 Date/ Time: OCTOBER 15, 2019 / 8:40
 No. of Offense: 1ST OFFENSE
 Superior Name: S. CLARO

Audit Findings:

NOT FOLLOWING STOP-CALL WAIT

Details:

continue the process even she encountered K-Pull on sub-assy process.

WRITTEN EXPLANATION

Ako po si Paula Jane Rotor ng Morda Merge Line 1121 ay nag-advance insertion dahil po delay ang sub-assy at humahabol din po kasi kani sa hourly. Pero nang time lang po na iyon namin jinawag ang nag-advance Humihingi po ako ng dropping ng akong nag-advance Hindi na po ako gagawa ng abnormality.

11/26 - upon interview why did non compliance because of delay response from superior. Johnclawen

Remarks/ Evaluation:

Issue Penalty based on FALP Handbook

11/19 Optus
the said
she is aware per SOP
1 day suspension
js

G. Magadia
 Signature of Employee
 Date: 11-18-19

Johnclawen
 Jr Staff
 Date: 10-18-19

Johnclawen
 Staff
 Date: 10-18-19

M. Villanueva
 Supervisor
 Date: 11-18-19

G. Magadia
 Manager
 Date: 11-18-19