



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\_PK27074  
Rosita, Lyka Valencia  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : August 20, 2019

PKIMT	ACKNOWLEDGEMENT FORM
<b>COMMENTS</b>	
No. Offense: 1st - WRITTEN WARNING REPT. 10, 2019	
Line: NURARLI FIOG	
ACKNOWLEDGE BY:	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/3/2019 to name: Rosita, Lyka Valencia  
43649

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**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 following SOP - Inconsistent in doing point to point system and comparing master sample**

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:**

**PKIMT Management**

Conforme:   
18\_PK27074

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\_PK27074

Rosita, Lyka Valencia *Lyka Valencia*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1<sup>st</sup> offense

DATE : 20-Aug-19

This refers to the alleged offense(s) you have committed at

3-Jul-19

to name: Rosita, Lyka Valencia

**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 following SOP - Inconsistent in doing point to point system and comparing master sample**

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]*  
18\_PK27074

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP- 1A-1906-440

☐ AGENCY

Please Specify: PRIMT

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

Name: Rosita LUKA  
Position: associate  
ID Number: 18- PH 270 14  
Batch No.: 232  
Car Model/Line: Subaru / 1104

Process: Appearance  
Group/Shift: N.S / A  
Date/ Time: July 3, 2019 10:45 am  
No. of Offense: 361  
Superior Name: M. Mompero

Audit Findings: Not following SOP

Details:

- inconsistent in doing point to point system and comparing on master sample.

## WRITTEN EXPLANATION

- Na inspect ko na po yung harness. Nire-check ko lang po yung portion na yun dahil (may) na naga-add po ako ng tape kung kaya't hindi na po ako gumamit ng master sample para icheck ang harness.

Countermeasure:

Always follow the standard operation procedure!

## Remarks/Evaluation

1 day suspension

<u>Syckanorita</u> LYKON V. ROSITA Signature of Employee Date: <u>07/16/2019</u>	<u>FlORENTINA ALEXANDER</u> Jr Staff Date: <u>07/16/2019</u>	<u>M. Mompero</u> Staff Date: <u>7-17-19</u>	<u>[Signature]</u> Supervisor Date: <u>7/17</u>	<u>[Signature]</u> Manager Date: <u>7/18</u>
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