



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\_PK25399  
Rebullo, Erica Rosales / *ERBULLO*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : August 21, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	2nd 2 days suspension Sept. 12, 13, 2019
Line	C5120 - A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/19/2019 to name: Rebullo, Erica Rosales

**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 ( Doing advance insertion)**

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]*

18\_PK25399

FURUKAWA - Production Operator

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



**MEMORANDUM NO. HRADM**

TO : 18\_PK25399  
Rebullo, Erica Rosales / *[Signature]*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd offense  
DATE : August 21, 2019

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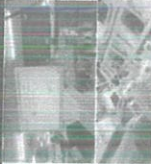

FURUKAWA - Production Operator

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



**COMPLIANCE AUDIT REPORT**  
**(DS - Nheng Marquez)**

**Date: August 19, 2019**

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Items for improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Still Concern	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
1	8/19/2019	Suzuki line 5120			Associate not conduct insert pull method doing advance insertion during process in sub assy, might cause of wrong insert and	NG	Informed junior staff regarding this matter and advised associate to follow SOP in sub assy process	SOP	 Erica Rebullo-PKIMT	D/S	Russel Valerio	Suzuki	Ma'am Kath	for monitoring

**OFFENSE:** Not follow SOP

**DATE:** 8/20/19

**WRITTEN EXPLANATION:**

Ako po si Erica Rebullo na edit po ako nang compliance dahil nakaadvance insertion po ako dahil po mag isa lang po ako regards at may bilang po ung gingawa namin at delay na rin po ako pero dalawa lang party wire na ka advance ipagpaumanhin nio po ang ginawa to diko nyo uulitin.

**Countermeasure:**

Hindi ko na po uulitin ang ginawa to at mas habilitan po yu po ang pag sub. part.

REBULLO ERICA R-5120

Signature over Printed Name / Line