



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 : 19_PK33965
NAME : Cao, Al Dianne *Adianne*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : February 4, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 1 day suspension 2/11/2021 more to 2/11/2021
Line/Shift	SS125 - 1A
ACKNOWLEDGE BY:	
MANAGER	<i>M. CARLOS</i> 2/8
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/29/2021** to name: **Cao, Al Dianne**

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 in 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:

gm
PKIMT Management

Conforme: *Adianne*
19_PK33965

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 : 19_PK33965

NAME : Cao, Al Dianne - *Idianne*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 4-Feb-21

This refers to the alleged offense(s) you have committed at 29-Jan-21 to name: Cao, Al Dianne

Violation Offense : 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 in 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK33965

FURUKAWA - Production Operator

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

WRITTEN EXPLANATION

Name: Cao, Al Dianne (PKIMT)

Date: 01-30-21

Violation: Crosswire

No. of violation: _____

Line 513.5

Reason:

Sa totoo laang ho hindi ko ho alam kung baken nagka gay-on na nagkaroon ng Crosswire ngayon. Hindi naman ho ako nagmamamual ng buo, inaamin ko hong dinedere tso ko na kapag nag do-dotsu or R-pull pagdating sa joint kasi nga matuwag talaga yung jig ng sLE po. pero chini-check naman po after kasi nga po mag-aabutan na naman pag inulit pa sa simula. E minsan ho wala pa si Ate Glenda para mapatay agad ang PC. Yun nga ho hindi ho naman ko alam ang nangyare.

Countermeasure:

- Sumunod sa SOP
- Tumigil sa pagpaprocess kapag NG ang PC
- Umilit ulit sa simula kapag NG
- BE STANDARD!

Jdianne
EMPLOYEE

K. CHANING
STAFF

M. Mark

SUPERVISOR

O. Vargara
SECTION MANAGER

PKIMT

OFFENSE: *not fellow ing sup in sub. assy*

DATE: 2/4/21

WRITTEN EXPLANATION:

Sa totoo lang po, hindi ko po alam kung bakit nagkaroon ng crosswire ngan. Hindi naman po ako nagmamamual ng buo, inaamin ko pong dinadretso ko na talaga kapag nag do-datsn or R-pull pagdating ra joint kasi maluwag po talaga yung jig ng STE. Pero, chine check naman po after kasi nag-aabutan na po e. pag inulit delay na po. Minsan ho wala pa ang magpapatay ng PC naman.

Countermeasure:

- Sumunod sa SOP.
- Tumigil sa pagpa-process when encounter NC.
- Ulit ulit sa simula kapag NC.
- BE standard po.

AL *Jdanne* / DIANNE CAD / 5135

Signature over Printed Name / Line