



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_PK35467
NAME : Genito, Roselyn Matibag - *RM*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : November 10, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	3 days suspension
	11/19-21/20
Line/Shift	QA (sumaki) 42R 5127
ACKNOWLEDGE BY:	
MANAGER	<i>R. Matibag</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/10/2020 to name: Genito, Roselyn Matibag

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 inspection process

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.

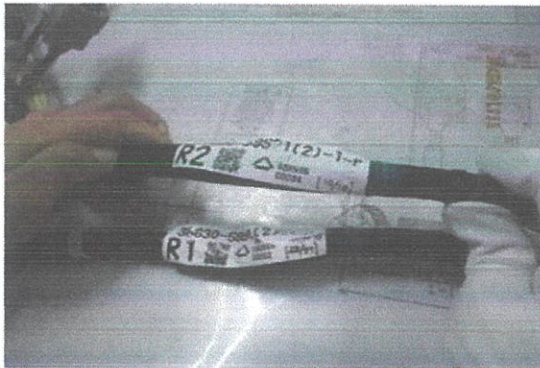
NOTED BY:

RM
PKIMT Management

Conforme: *RM*
19_PK35467

FURUKAWA - Production Operator

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

Date & Time	October 10, 2020/01:10	<div style="text-align: center;">Illustration</div> 	
Shift & Group	N/S A		
Car Maker/ Model	Suzuki Y2R		
Line No.	5127		
Name	Genito, Roselyn		
ID No.	19PK35467		
Batch No.	274		
Process	QA		
FAS or Agency: specify	PKIMT		
Person Informed	J. Prado		
Audited by:	M. Calim		
Reason/Risk:			
<div style="text-align: center;">Audit Details</div> <p>Not following Visual inspection rule Associate used wrong master sample VS running product</p> <p>OK: 3660-59S21(2)-1-P NG: 3660-59S11 (2)-1-P QCA-097-00</p>			

OFFENSE: _____

DATE: November 10, 2020

WRITTEN EXPLANATION:

sumusupport po ako sa line 5125 Inpanel kung tambakan sila-
umalis po ako sa line na ang running product namin ay S21. Pagkatapos
ko mag-support bumalik po ako sa line namin na 5127 Floor dahil tambak na n.
Diko namalayan na mali ang dampot ng kasama kong QA, nag change product
na pala ng S11. Nacheck ko lang ang presence ng namplate pero di ko naicompare
na mag karba na pala. Napansin ko na lang na iba ang nang maglalagay na ng
pawstape. Muliin na sapag ang inspect kaso nalita na kame ng 1 Alert

Countermeasure:

Uunahin po lagi i-check ang nag namplate