



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\_PK30570  
Vizarra, Krizza Abigael Timajo *Krizza*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : 27-Jul-19

PKIMT	ACKNOWLEDGEMENT FORM
<b>COMMENTS</b>	
No. Offense: 1st - 1 DAY Suspension ALL - 22, 2019	
Line SUSPENSION 706	
<b>ACKNOWLEDGE BY:</b>	
MANAGER	<i>[Signature]</i> / 7-5 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 17-Jun-19 to name: Vizarra, Krizza Abigael Timajo

**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 Follow SOP - Not using of COT jig on Attachment of RCOT

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\_PK30570

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\_PK30570

Vizarra, Krizza Abigael Timajo 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 26-Jul-19

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

17-Jun-19

to name: Vizarra, Krizza Abigael Timajo

**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 Follow SOP - Not using of COT jig on Attachment of RCOT**

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:   
19\_PK30570

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-14-1006-283

☒ AGENCY

Please Specify: PKMT

<u>Juan</u> <u>de Castro</u>	<u>John</u> <u>G. Magadia</u>
Audited By:	Noted By:

Name: Wizarra, Krizza  
Position: Associate  
ID Number: 19-PK30570  
Batch No.: 15  
Car Model/Line: Subaru / L710x

Process: On Kumi  
Group/Shift: B  
Date/ Time: June 17, 2019 /  
No. of Offense: 1st offence  
Superior Name: \_\_\_\_\_

Audit Findings: Not following SOP

Details:

Not using of COT JIG during attachment of Root.

## WRITTEN EXPLANATION

Sorry if I'm not using a COT JIG because I'm so delay so that I forgot to use a COT JIG promise from now on I always use a COT JIG no matter what happen even if we delayed.

Next time I will make it sure that I will use a COT JIG.

## Remarks/ Evaluation:

Some penalty!  
This is a clear non-compliance  
Written only

<u>Wizarra</u> Signature of Employee Date: <u>16-19-19</u>	<u>John</u> Jr Staff Date: <u>16-19-19</u>	<u>John</u> Staff Date: <u>6/19/19</u>	<u>John</u> Supervisor Date: <u>6/19</u>	<u>John</u> Manager Date: <u>6/21</u>
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