



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 : 17_PK13870
Adajar, Kathleen Hernandez
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : July 31, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	Art 2 days Suspension Aug. 13-14, 2019
Line	20201 J707 - B
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	<i>[Signature]</i> 7/30
MANAGER	<i>[Signature]</i>
Signature Overprinted name/ Date	

This refers to the alleged offense(s) you have committed at 7/23/2019 to name: Adajar, Kathleen Hernandez

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:

Associate caught doing taping in branch area of wire harness due to peel offtape in Appearance Inspection Process

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]*
17_PK13870

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 : 17_PK13870

Adajar, Kathleen Hernandez

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 23-Jul-19 to name: Adajar, Kathleen Hernandez

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:

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:




17_PK13870

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Sheryl O. Duarte)

Date: July 23, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK	Action Taken	Category	Inspector / Officer (Name and Position)	Inspector's Sign	Person Interviewed	Industry / Car Model / Department	Person not Interviewed	Status/Remarks
1	07/23/19 NS	Suzuki line 5107			Associate caught doing tapping in branch a eq of wire harness due to feel-off tape in appearance inspection process, unauthorized doing minor repair	NG	Informed junior staff and remind concern member to follow inspection sop and call the attention of line in-charge if with abnormalities encounter during inspection of product	SOP	Kathleen Adajar -PKMIT 		Elio Barcelona	Suzuki	Mc'am Kath	For Monitoring



OFFENSE: NOT FOLLOWING SOP

DATE: 7/30/19

WRITTEN EXPLANATION:

Ako po si Kathleen Adajar na humihingi ng pamanhagin sa aking nagawang pagkakamali dahil nahuli po ako ang nagtatape, dahil natukso lang po akong dagdagan ng tape ang kaunting portion na iyon, di nAPO ako nakatubag sa leader ko sapagkat wala po siya nang pagbabatid na iyon. Pasensya nAPO sa aking nagawang pagkakamali.

COUNTERMEASURE:

Antayin ko nalang po ang aking leader hanggang sa siya dumating. Dina po ako ulit.. Una at huling beses nAPO iyon.

KATHLEEN ADJAR
Signature over Printed Name

SUZUKI / 107
Car Model / Line