



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_PK31565
Conti, Roilan Comia

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 13, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1 DAY SUSPENSION AUG. 22, 2019
Line	D21X - 10/11 P.O. - 10/11
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/17/2019 to name: Conti, Roilan Comia

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 (Unauthorized person doing the 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]*
19_PK31565

FURUKAWA - Production Operator


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

[Handwritten marks]



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_PK31565
Conti, Roilan Comia 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : August 5, 2019

This refers to the alleged offense(s) you have committed at 7/17/2019 to name: Conti, Roilan Comia

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 (Unauthorized person doing the process)

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

19_PK31565

FURUKAWA - Production Operator



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



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: July 17, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
16	7/17 NS	Daihatsu line 2125			Un-authorized operator doing the process, sub assy operator caught doing taping, he was only authorized in sub assy process	NG	Informed staff regarding this and advised to remind to follow work assign also informed staff	SOP	 Roilan Conti-PKIMT	Cris Comia	Daihatsu	Sir Marlon	for monitoring



OFFENSE: Not following SOP

DATE: 8/13/19


WRITTEN EXPLANATION:

Nawalan lang po ako ng aking
leader dahil wala po nakaportich
sa process na iyon tapos delay na
delay po.

Mom Maryjean Clavore

COUNTERMEASURE:

Hindi na po ulit ako gagawa sa
ibang process lalo na at hindi po
ako authorized.


RONALD C. COHN
Signature over Printed Name

DAIHATSU 2125
Car Model / Line