



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 : 18\_PK27205  
NAME : Paas, Josephine Belena  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 3rd Offense  
DATE : March 14, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
	1 day Suspension 4/2/20
	Sept 15
Line/Shift	5710B 1
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/3/2020 to name: Paas, Josephine Belena

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:

*[Signature]*  
**PKIMT Management**

Conforme: *[Signature]*

18\_PK27205

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 : 18\_PK27205  
NAME : Paas, Josephine Belena  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 3rd Offense  
DATE : 14-Mar-20

This refers to the alleged offense(s) you have committed at 3-Feb-20 to name: Paas, Josephine Belena

**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

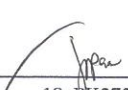
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This is for your guidance and strict compliance.

NOTED BY:

  
PKIMT Management

Conforme:

  
18\_PK27205

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIM

Control No: #AIR-1A-2002-0403

Name: Paas, Josephine  
Position: associate  
ID Number: 18PK572 65  
Batch No.: 203  
Car Model/Line: Subaru / 701

Process: Sub Assembly  
Group/Shift: NL- 1A  
Date/ Time: Feb. 9, 2020 / 7:40  
No. of Offense: 1st  
Superior Name: J. de Leon

<u>J. Ninteros</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Non-compliance Reference/Document  
Control Number:

#AIR-1L-KRO-092

## Details of Audit Findings:

Not following SOP  
Touching or terminal on metal bar of sub assy hanger.

## WRITTEN EXPLANATION

Also po si Josephine Paas na audit ng J. Ninteros dahil nag touch po sa metal bar terminal na metal bar, nagana po i connected po lik din din sa touch bar. Nagda adayo din po kaysi young touch bar kaysi din lik na lang po as itouch.

## REMARKS/ EVALUATION



i-Alert written only



Agency/FALP Written Only(based on handbook)



Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>2-11-2020</u>	<u>[Signature]</u> Jr Staff Date: <u>2-11-2020</u>	<u>[Signature]</u> Staff Date: <u>2-11-2020</u>	<u>[Signature]</u> Supervisor Date: <u>02/04/2020</u>	<u>[Signature]</u> Manager Date: <u>2/20</u>
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