



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_PK25412
NAME : Natividad, Myrene Perez
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : January 31, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 100% (SUSPENSION) 2/28/2020
Line/Shift	HTLDA 3ND (TMA) 10
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/19/2020 to name: Natividad, Myrene Perez

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 Follow SOP - Cut backwire of checker jig but still ok on checksheet

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:
18_PK25412

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_PK25412

NAME : Natividad, Myrene Perez

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 30-Jan-20

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

19-Jan-20

to name: Natividad, Myrene Perez

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:


PKIMT Management

Conforme:

18/PK25412

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PRIME

Control No: FAIP-1A-2001-0119

<u>R. K. K. K.</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Natividad Myrene
Position: Associate
ID Number: 18 PR 25412
Batch No.: 223
Car Model/Line: Honda 3115

Process: EC
Group/Shift: NS-10
Date/Time: Jan 19, 2020 / 10:00
No. of Offense: 1st
Superior Name: P. Katigbak

Reference: FAIP-WI-PRD-CI-058

Details of Audit Findings:

Not following SOP
Cut back write of checker jig but still ok on checklist

WRITTEN EXPLANATION

ako po si Myrene Perez Natividad ng Honda 3107 na support sa Honda 3115 ay naaudit dahil may nakitang cut wire sa clamp checker jig, ang i-alert per naka-de sa checklist hindi ko po iyon napansin kasi hindi yon ang running product at di ko pa mayada alam na may iba pa pang jig na ginagamit para sa iba pang product sa susunod po ay itingnan ko ng maaliit ang mga kahit yung mga hindi ginagamit para hindi na maalit ang gumitang pangyayari.

REMARKS/ EVALUATION



i-Alert Explanation Only



Agency/FALP Written Explanation Only (based from handbook)



Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<u>[Signature]</u> Signature of Employee Date: <u>01-21-2020</u>	<u>[Signature]</u> Jr. Staff Date: <u>01/22/2020</u>	<u>[Signature]</u> Staff Date: <u>1/22</u>	<u>[Signature]</u> Supervisor Date: <u>1/23</u>	<u>[Signature]</u> Manager Date: <u>1/24</u>
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All checker jigs are checked prior mass production. Not only checker applicable for making product. Did you really check prior mass prod?