



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_PK28204
NAME : Medenilla, Mai May *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 14, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day suspended
	11/17/2019
<i>[Vertical text: ing of this]</i>	
<i>[Horizontal lines for signature and date]</i>	

This refers to the alleged offense(s) you have committed at 11/7/2019 to name: Medenilla, Mai May

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 - Doing advance insertion

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_PK28204


FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK28204
NAME : Medenilla, Mai May 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 14-Nov-19

This refers to the alleged offense(s) you have committed at 7-Nov-19 to name: Medenilla, Mai May

Violation Offense I 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

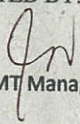
Description :


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NOTED BY:


PKIMT Management

Conforme: 



18_PK28204

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Mheng Marquez)

Date: November 07, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/NG	Action Taken	Category	Operator / Other Concern Person	Shift Concern	Person informed	Incharge Car Model Department
1	11/7/2019	Honda line 3115			Associate not follow Insert pull method doing advance insertion during process in sub assy, might cause of wrong insert and TBO	NG	Informed Junior staff regarding this matter and advised associate to follow SOP in sub assy process	SOP	 Mai May Medenilla-PKIMT	N/S	Angelica Puyo	Handa

PKIMT

OFFENSE: Not following SOP

DATE: 11/8/19

WRITTEN EXPLANATION:

ako po si mai May Medenilla. ako po ay nag advance insertion sa kadalihan nang kailangan ay makatarget ng ~~hourly~~ hourly out put. kasi po kada oras inalam kong ilan ang nagagawa. kani po ay 900 ang plan pina target ng walong at kailangan ay umowe ng five kaso ina abot po kami ng 6. kaya nagagawa ko ang minsan mapadali lamang nasa 48 insertion kong minsan naman 4 insertion pag big product. kailangan sa loob ng isang oras ay may 22 pas kang nagagawa para hindi ka ma delay. ang wife kasi ay nasa loob p na ng gromet kaya mag hihimay pa bago mag insert di tulad ng nasa down spout na hugot ka lang ng hugot kaya na down time sa pag hihimay. kaya pag minsan na distarte na pero pino full ko ang nagawa ko para malaman ko na hindi kg ang aking gawa.

Countermeasure:

sasunod na po ako sa sop. at ipofull ko muna bago ako mag insert sa iba.

mai May Medenilla