



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_PK15089
NAME : Mendoza, Clariza Delgado *Clariza Delgado*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : September 27, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: <i>2nd - 1 DAY SUSPENSION</i> <i>OCT. 8, 2020</i>	
Line/Shift <i>FURUKAWA 401 0716</i>	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER KATHERINE O. CABRERA	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at *7/29/2020* to name: Mendoza, Clariza Delgado

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 - Associate did not use reference Jig during attachment of nameplate

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]*
17_PK15089

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_PK15089
NAME : Mendoza, Clariza Delgado *Clariza Mendoza*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE : 26-Sep-20

This refers to the alleged offense(s) you have committed at 29-Jul-20 to name: Mendoza, Clariza Delgado

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 - Associate did not use reference Jig during attachment of nameplate

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]*
17_PK15089

FURUKAWA - Production Operator

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

18 892

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2007-1577

☐ FAS

☒ AGENCY

Please Specify: PKINT

<u>for</u> <u>C. Redondo</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Mendoza, Clariza Process: Assembly process
 Position: Associate Group/Shift: BS/A
 ID Number: 17PK15589 Date/ Time: July 29, 2020/09:00
 Batch No.: 169 No. of Offense: 1st Offense
 Car Model/Line: Suzuki 101/5116 Superior Name: R. Comboa

Non-compliance Reference/Document Control Number:

FALP-WI-PKO - B.P. 101

assembly process

Details of Audit Findings: Not following SOP. Associate did not use reference jig during attachment
of nameplate

WRITTEN EXPLANATION

Ako po si Clariza D. Mendoza na audit po sa kadahitnan hindi gumamit ng
Reference jig bali sa pagmamadali ko po hindi ko po naitaas
Hindi na po manulit gagamitin ko na po ang Reference jig.

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>08-03-20</u>	<u>[Signature]</u> Jr Staff Date: <u>8-3-2020</u>	<u>[Signature]</u> J. CONSULTA Staff Date: <u>8-7-20</u>	<u>[Signature]</u> C. Hernandez Supervisor Date: <u>8-6-2020</u>	<u>[Signature]</u> C. Catala Manager Date: <u>8-11-20</u>
---	---	---	---	--