



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\_PK33853  
NAME : Gulang, Rowena  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : June 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
1 day suspension 3 5/4/20	
July 4, 2020	
Line/Shift	113/114
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/6/2020 to name: Gulang, Rowena

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 Appearance Process**

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:   
19\_PK33853

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 : 19\_PK33853  
NAME : Gulang, Rowena ✓   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd offense  
DATE : 14-Mar-20

This refers to the alleged offense(s) you have committed at 6-Feb-20 to name: Gulang, Rowena

**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


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NOTED BY:

  
PKIMT Management

Conforme:   
19\_PK33853

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-18-2002-6494

☒ AGENCY

Please Specify: PKMI

<u>Juan P. Mena</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Gulang Rowena  
Position: Associate  
ID Number: IAA12833  
Batch No.: 263  
Car Model/Line: Honda 5114

Process: PKMI  
Group/Shift: NS 1A  
Date/ Time: Feb 6, 2020 / 9:00  
No. of Offense: 1st  
Superior Name: P. Magudayao

Non-compliance Reference/Document  
Control Number:

FAIP-OP-020  
FAIP-11-QCA-1009

Details of Audit Findings: not following SOP, inconsistently performed point to point system and not comparing to master sample

## WRITTEN EXPLANATION

Ako po si Rowena Gulang ang na audit sa kadaliliang hindi pag co-compare sa master sample, nag co-compare naman po ako hindi nga lang po gaya ng expected ng mamamni na sabrang standard gawa po kasing nag-ika ako at di kayang sabayan ang bilis ng nasa ating unahan. Kaya po ako na audit kasi naka-angat po ang ating ine-inspect sa last portion ng harness, tinatapat ko nalang po kasi ang (rat) actual sa master sample at automatic ina-angat upang i check ang clamp at connector.

Counter Measure:

Sisikapin ko pong sabayan ang nasa ating unahan na gingawa po ng tamang ang SOP at gawang may quality.

## 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>GULANG ROWENA</u> Employee Date: <u>02-08-20</u>	<u>P. Magudayao</u> Sr Staff Date: <u>02-08-20</u>	<u>J. Reyes</u> Staff Date: <u>02/08/20</u>	<u>A. Vergara</u> Supervisor Date: <u>2-11-2020</u>	<u>J. B.</u> Manager Date: _____
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