



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\_PK30971  
NAME : Lazona, Shaira Mae Labaguis - *Shaira Labaguis*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : February 13, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	3 days suspension
	2/27, 28, 29/2020
Noted by:	<i>[Signature]</i>
Line/Shift	Subaru Initial to
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 11/21/2019 to name: Lazona, Shaira Mae Labaguis

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 Welding 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:

*[Signature]*  
PKIMT Management

Conforme: *Shaira Labaguis*  
19\_PK30971

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 : 19\_PK30971  
NAME : Lazona, Shaira Mae Labaguis *Shaira Lazona*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd Offense  
DATE : 4-Feb-20

This refers to the alleged offense(s) you have committed at 21-Nov-19 to name: Lazona, Shaira Mae Labaguis

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

PKIMT Management

Conforme: *Shaira Lazona*  
19\_PK30971

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAUP-18-1911-3322

☒ AGENCY

Please Specify: PKMT

<u>116</u> J. Abanador	<u>90</u> G. Magadia
Audited By:	Noted By:

Name: Ladona, Shaira Mae  
Position: Associate  
ID Number: 19PL00971  
Batch No.: 255  
Car Model/Line: Subaru Initial

Process: Joint Welding  
Group/Shift: DS/B  
Date/ Time: November 21, 2019/01:10  
No. of Offense: 1st offense  
Superior Name: B. Espiritu

Audit Findings: Not following SOP

Details:

Associate did not conduct barcoding for new set of joint welding, rely only on previous data.

## WRITTEN EXPLANATION

Naaudit po ako kasi hindi po ako natapag barcode..  
Dina po ako nag barcode kasi nagsulat po ako  
sa daily record kasi po ang ang weniweld ko po ay  
4 ang size ng electrode di po kasi punapagok ang suklat  
sa P.C kaya po sinusulat ko nalong ibo nakalimutan  
ko lang po mag suklat sa blade diko po nais bat  
ang suklat sa ating check sheet.

Nag babarcode na po ako at nagsusukat na  
din po ako susunod na po ako sa SOP.

2/5/2020 - Conduct counseling / remind her to follow SOP

## Remarks/ Evaluation:

1 day suspension

Shaira Ladona  
Signature of Employee  
Date: 12/02/19

B. Espiritu  
Jr Staff  
Date: 12/02/19

[Signature]  
Staff  
Date: 12/06/19

[Signature]  
Supervisor  
Date: 12/07/19

[Signature]  
Manager  
Date: 12/11