



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_PK31016
NAME : Agquiz, Jessica Digno *-Jagquiz*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 5, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i> <i>11/12/19</i> <i>1 day Suspension</i>
Line	<i>D21K - 10</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> <small>Signature Over Printed name/ Date</small>

This refers to the alleged offense(s) you have committed at **10/10/2019** to name: **Agquiz, Jessica Digno**

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- Unauthorized person doing the 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: *[Signature]*
19_PK31016

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_PK31016

NAME : Agquiz, Jessica Digno *J. Digno*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 5-Nov-19

This refers to the alleged offense(s) you have committed at 10-Oct-19 to name: Agquiz, Jessica Digno

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- Unauthorized person doing the 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:

Jm
PKIMT Management

Conforme: *J. Digno*
19_PK31016

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAMP-18-1910-1714

☒ AGENCY

Please Specify: PKINT

<u>Samson M. Magadia</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Aguiz, Jessica
 Position: Associate
 ID Number: 191031016
 Batch No.: 255
 Car Model/Line: DAIHATSU DOLL 2115

Process: Assembly Process
 Group/Shift: NS/B
 Date/ Time: OCTOBER 10, 2019 / 11:30
 No. of Offense: 1ST OFFENSE
 Superior Name: J. BALRADO

Audit Findings:

UN-AUTHORIZED PERSON DOING THE PROCESS

Details:

DOING TAPING PROCESS, CERTIFIED ONLY ON OPTION PROCESS.

WRITTEN EXPLANATION

Ako si Jessica Aguiiz, nabigyan po ako ng written explanation dahil nagtaped ako kahl hindi ako certified sa taping at tanging option taping lang ang certification ko. Grating po ako ng Daitatsu Uld at nagsupport lang sa Doll Line 2115, nang mag dating to po dito sa line ay magay ako sa taping kinaseker to po ito sa Supervisor na si Miam Roselyn at sinake ko po na baka magaudt ako sinake po si Miam Roselyn na akay lang daw po ako magay sa taping kase ang option taping daw po ay certified din sa taping kaya po nagtaping ako ng permanent na po ako dito sa line at nagpasekerin po po ako, kinaka na po ng shift namin ang pangabo ko.

Salamat po.

Give Penalty to the one who assigned the member

Remarks/ Evaluation:

On her first day support on line 2115 I allowed her to support only on taping since that she has knowledge on taping because Option process is also certified on taping I have knowledge. the problem po was the superior assigned her permanently w/o the certification of taping. mis understanding regarding the support only and permanent assignment.

- Roselyn

<u>[Signature]</u> Signature of Employee Date: <u>10/11/19</u>	<u>[Signature]</u> Jr Staff Date: <u>10/11/19</u>	<u>[Signature]</u> Staff Date: <u>10/12/19</u>	<u>[Signature]</u> Supervisor Date: <u>10/15/19</u>	<u>[Signature]</u> Manager Date: <u>10/16/19</u>
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