



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_PK12441
Bocado, Meriel Aresgado ✓ *Gr*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : *1st* ~~2nd~~ offense

DATE : 30-Jan-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st</i>
<i>FOR 1-5 DAY SUSPENSION</i>	
<i>FEB 1-2, 2019</i> <i>Gr</i>	
Line	<i>MA20A 1114 - B A</i>
Jr. Staff	<i>D-ANAY</i> <i>Gr</i>
Staff	<i>X.C. KAWAN</i> <i>Gr</i>
ACKNOWLEDGE BY:	
MANAGER	<i>Gr</i> (1-3)
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 26-Jan-19 to name: Bocado, Meriel Aresgado

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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 follow insert pull method doing advance insertion

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:

Gr
PKIMT Management

Conforme: *Gr*
17_PK12441

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_PK12441

Bocado, Meriel Aresgado *JA*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : *1st* offense *JA*

DATE : 27-Jan-19

This refers to the alleged offense(s) you have committed at 26-Jan-19 to name: Bocado, Meriel Aresgado

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 follow insert pull method 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:

JA
PKIMT Management


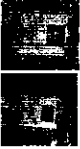
Conforme: *JA*
17_PK12441

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Mheng Marquez)

Date: January 26, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Reason for Improvement of	CAK/	Action Taken	Category	Operator - Effect of Correction	Shift Contacted	Person Interviewed	Line Number - Car Model/ Department	Person Interviewed	Shots/Remarks
1	1/26/19 N/S	Mazda line 1114			Associate not follow insert pull method doing advance insertion in connector LFM/L4LF-42M and connector TSN-12F during process in sub assy (sub 3), 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	 Remy Ann Ojasa and Marel Bacado-PKIMT	N/S	Babilyn Awat	Mazda	Miam Chelle	for monitoring

OFFENSE: 1st

WRITTEN EXPLANATION:

ako po si meriel A. Borabdo. Ako po ay na
 ODET ng compliance sa kadahilan pang ako ay nag
 advance intention. nang time po na yon dalawang
 hours nalang po yong aming gagawin. kayo po ~~kan~~
 ako nakapag eduna dahil po hinahapit po namin
 yong product na yon saka po hinahabol po namin
 yong mas dahil po magbreake na ~~kan~~
 kailangan po pang hangan yong po dahil po
 itagard po ~~ako nang time na yon yong po dahil po~~
 naman pang ~~kan~~ ^{subpc} kaso ~~an~~ po amin
 lang po yong paubos na yong iba po kasing
 subpc puro po big product.

COUNTERMEASURE:

sa susunod po ay
 hindi na po ako ulit gagawin ko na
 po yong ~~nakataga ko~~ ng tama. Bigyan
 nyo lang po ako ng isa pang chance ~~na~~
 hinihingi ko po ang inyong pangunawa
 salamat po.

MERIEL ^{Qu} BORABDO A.

Signature over Printed Name

Mazda. 1119

Car Model / Line