



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 : 18\_PK28801  
Metrillo, May Ann Alejo *gmrillo*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 22, 2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:	15		
	FOR 2 DAY SUSPENSION		
	MARCH 25-26, 2019		
	EAP March 27-28		
Line	N/C102		
Jr. Staff			
Staff	<i>ch</i>		
ACKNOWLEDGE BY:	<i>[Signature]</i>		
MANAGER	<i>[Signature]</i>		
	Signature Over Printed name/ Date		

This refers to the alleged offense(s) you have committed at 6-Mar-19 to name: Metrillo, May Ann Alejo

**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 following SOP (Continues inserting of terminal to connector even sub PC with NG alarm)**

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:

*[Signature]*  
PKIMT Management

Conforme: *gmrillo*

18\_PK28801

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** : 18\_PK28801

Metrillo, May Ann Alejo *Sutullo*

**FROM** : PKIMT Management

**SUBJECT** : Notice to explain

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

**DATE** : 7-Mar-19

This refers to the alleged offense(s) you have committed at 6-Mar-19 to name: Metrillo, May Ann Alejo

**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 (Continues inserting of terminal to connector even sub PC with NG alarm)**

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:**

*Ghclan*  
**PKIMT Management**



**Conforme:** *Sutullo*  
18\_PK28801

FURUKAWA - Production Operator

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

**COMPLIANCE AUDIT REPORT**  
(NS - Sherry O. Dueña)

Date: March 06, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Concern With	Person Interviewed	Exchange Cell Model/ Description	Person Interviewed	Status/ Remark
1	03/06/19 NS	Nissan line 6102			Associate continuous inserting of terminal to connector even sub pc with NG alarm, not follow sub assy process	NG	Remind associate to follow stop, call and wait if with encountered abnormalities in working area	SOP	Mary ann Metrillo -PKIMT 		Mona Salcedo	Nissan	Sir Marlon	For Monitoring



DATE: 3/27

OFFENSE: NOT following SOP

**WRITTEN EXPLANATION:**

Ako po si May Ann metnillo ng Nissan 6102 ay nakalabag sa hindi po pag-unod sa alituntunin ng ating trabaho hindi po ako sumusunod sa proseso po bakus po ginawa ko po ang mali ako po ay humingi ng paumanin at ako po ay nangangako na hindi na po lalabag sa anumang mga balwal. napawa ko po yun kare po delay po ang ating process kaya po nagkamali ako sa pag-gawa ng ganung pagpapaluan ng insertion po.

**COUNTERMEASURE:**

Ako po ay nangangako na hindi na muli lalabag sa anumang mga balwal na dapat po ay nag-initay ako ng mas matapag sa ating at hindi na po ako muling gagawa ng ganito pang problema.

May Ann Metnillo  
Signature over Printed Name

Nissan / 6102  
Car Model / Line