



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Bat  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS, ASSESSMENT	
No. Offense:	2nd - 3 days SUSPENSION AUG. 27-29, 2020 24-26, 2020
Line/Shift	WZUKT 7:00
ACKNOWLEDGE BY:	
KATHERINE O. CABRERA MANAGER	
Signature Over Printed name/ Date	

**MEMORANDUM NO. HRADM**

TO : 17\_PK15591

NAME : Abo, Kristal Cane Nambio

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 7/31/2020

This refers to the alleged offense(s) you have committed at 07/01/2020 to name: Abo, Kristal Cane Nambio

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 - Appearance associate attempt to straighten LA terminal on appearance terminal on appearance process due to encountered slightly bend terminal**

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:   
17\_PK15591

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\_PK15591

NAME : Abo, Kristal Cane Nambio

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 7/12/2020 <sup>9:1</sup> ~~7/14/20~~ to name: Abo, Kristal Cane Nambio

**Violation Offense I V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

PKIMT Management

Conforme: 7/30/2020

17\_PK15591

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PK/MT

Control No: FAIP-1A-2000-1281

<u>L. Cabotana</u> Audited By:	<u>K. Hernandez/ J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Ako, Kristal Cane  
Position: Associate  
ID Number: HPK 15591  
Batch No.: 170  
Car Model/Line: Suzuki /S124

Process: appearance  
Group/Shift: OS - A  
Date/ Time: July 01, 2020  
No. of Offense: 1  
Superior Name: J. Core

Non-compliance Reference/Document  
Control Number:

HPK-2015-04-10  
penalty for minor non-compliance

## Details of Audit Findings:

Not following SOP  
appearance associate attempt to straighten LA terminal on appearance process due to encountered slightly bend LA terminal during process

## WRITTEN EXPLANATION

ako si Kristal Cane Ako, during process naka-encounter p. ako na slightly bend up  
LA terminal kung pa ang una lang pagkakating-i tapos pinakita ko pa sa co-associate ko  
tapos hinon ko pa sa sa table pero wala pang force kasi nga nagdalaan  
isip lang naman po ako kung bend-up or hindi. Dito naman po dinubog  
kasi sa tingin ko po ay naman lang ako. Pangalawa ko po kasi tingin  
ay okay naman para kung bago po tinuyo ko lang ang LA terminal  
para na-check ko p. kung okay ito.

## 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>[Signature]</u> Employee Date: <u>7/1/20</u>	<u>[Signature]</u> Jr Staff Date: <u>7/2/20</u>	<u>[Signature]</u> Staff Date: <u>7/1/20</u>	<u>[Signature]</u> Supervisor Date: <u>7/1/2020</u>	<u>[Signature]</u> Manager Date: <u>7/21/20</u>
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## Description:

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]  
PK/MT Management

Conforme: [Signature]  
17\_PK15591

FURUKAWA - Production Operator

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