



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\_PK25897  
NAME : Sumagpao, Camille Rose Luistro *Jojo*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 12, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 1st offense Oct. 18, 2019
Line	# 3MS - A
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 10/4/2019 to name: Sumagpao, Camille Rose Luistro

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 - Non compliance**

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]*  
18 PK25897

FURUKAWA - Production Operator

se 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\_PK25897  
Sumagpao, Camille Rose Luistro *Sumagpao*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : October 5, 2019

This refers to the alleged offense(s) you have committed at 10/04/2019 to name: Sumagpao, Camille Rose Luistro

**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 - Non compliance**

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:**


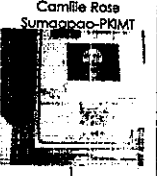
*[Signature]*  
**PKIMT Management**

Conforme: *[Signature]*  
18\_PK25897

FIJUKAWA, Production Operator  
(Please attach your written explanation upon returning of this letter)

COMPLIANCE AUDIT REPORT  
(NS - Mheng Marquez)

Date: October 4, 2019

Item #	Date/Shift	Process / Area	Location	Actual finding	Findings/Reason for Non-compliance	CR	Action taken	Category	Operator / Other Concern Person	Staff concerned	Person informed	In charge / Use Model Department	Person Incharged	Status/Remarks
1	10/4/2019	Honda line 3115			Associate not follow insert pull method doing mass pulling of wires during process in sub assy due to advance insertion, might cause of wrong insert and TBO	NG	Informed staff regarding this matter and advised associate to follow SOP in sub process	SOP		N/S	Jessafaye Marie Manala	Handa	Sir Jhe	for monitoring

**PKIMT**

OFFENSE:

*not following SOP*

DATE:

*10/5/19*

WRITTEN EXPLANATION:

*kaya ko po nagawa mag mass pulling kasi po nagbebreak time na po nun. Tapos po susunod po ako sa SOP para magmamadali na po ng wires. kaya po nakapas mag pull po ako ng wala sa oras kasi nagmamadali na po din po ako nun kasi po nagbebreak time na.*

Countermeasure:

*Susunod po sa SOP para magmamadali na po*

*Camille Rose Sumagpao*  
Camille Rose Sumagpao - Honda 3115

Signature over Printed Name / Line