



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\_PK12202  
Cabardo, May Ann Arellano

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 3/1/2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 10th SUSPENSION MARCH 13, 2019
Line	Curran 713 - NC
Mr. Staff	
Staff	
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
SIGNATURE	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 22-Feb-19 to name: Cabardo, May Ann Arellano

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:**

**Non compliance on Implemented countermeasure for customer claim**

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:

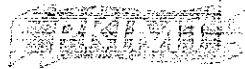
PKIMT Management

Conforme:

17\_PK12202

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\_PK12202  
Cabardo, May Ann Arellano  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 28-Feb-19

This refers to the alleged offense(s) you have committed at 28-Feb-19 to name: Cabardo, May Ann Arellano

**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:**

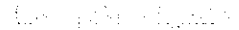
**Non compliance on Implemented countermeasure for customer claim**

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 on our company rules and regulations.

This is for your guidance and strict compliance.

**NOTED BY:**

  
**PKIMT Management**

Conforme: 

17\_PK12202

FURUKAWA - Production Operator

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

# 1 ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHI  
☒ PKIMT ☐ ADD EVEN

Control No: FAUP-1A-1902-113

Imu FMA Reyes Audited By:	<i>[Signature]</i> Noted By:
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Name: Cabardo, May Ann  
 Position: Associate  
 ID Number: M-PK12302  
 Batch No.: 7 153  
 Car Model/Line: Corolla Y4B/ Line 5113

Process: Assembly  
 Group/Shift: 6/DS  
 Date/Time: February 22, 2019 / 9:50 AM  
 No of Offense: 1st  
 Superior Name: R. Viver

Audit Findings: Non-compliance in Implementing Countermeasure for Customer Claim

Details: Not following the sequence listed in SOT; attachment of clamp first in branch 45  
before combining of branch 44 and 45  
Actual: operator combined first the branch before the attachment of clamp

## WRITTEN EXPLANATION

Ako po si May Ann Cabardo; ay humingi ng pamilya kung bakit hindi ako makasunod sa tamang SOP ng pagtatayo ko. Q A Sinagawa ko naman po nang kinibigay ng counter measure ng QA tungkol sa customer claim kani sa aking nadedebay sa aking inilaan ko po sa last station ang clamp, inilaan ko pang 20 ang fix tapping kwe po baka makalimutang ng last station malapitan pasagaya na po. Hindi ko na po ukolting susundin ko na po ang binigay ng SOP at counter measure sa aking portion.

## Remarks/ Evaluation:

*Please /sue /R*

<i>[Signature]</i> Signature of Employee Date: <u>2/22/19</u>	<i>[Signature]</i> Jr Staff Date: <u>2/22/19</u>	<i>[Signature]</i> Staff Date: <u>2/22/19</u>	<i>[Signature]</i> Supervisor Date: <u>2-22-19</u>	<i>[Signature]</i> Manager Date: <u>2/22/19</u>
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HC# 5530385-001 Item 1 - 1 (2012 Apr 27 Mar 25)

Clamp Attached on Wrong Branch		Shipment of Product		Inspection of Product		Inspection of Product	
K1310-0051		Shipment of Product		Inspection of Product		Inspection of Product	
Order Date	27-Dec-18	Customer	Shimizu	Order Date	27-Dec-18	Customer	Shimizu
Order No.	35002-23100	Order No.	35002-23100	Order No.	35002-23100	Order No.	35002-23100
Lot No.	500000	Lot No.	500000	Lot No.	500000	Lot No.	500000
Serial No.	00000	Serial No.	00000	Serial No.	00000	Serial No.	00000
Product Name	3.5kg-18	Product Name	3.5kg-18	Product Name	3.5kg-18	Product Name	3.5kg-18
Product Code	00000	Product Code	00000	Product Code	00000	Product Code	00000
Product Description	3.5kg-18	Product Description	3.5kg-18	Product Description	3.5kg-18	Product Description	3.5kg-18
Product Image		Product Image		Product Image		Product Image	
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[illegible]