



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_PK15394
NAME : Bombase, Katherine Capistrano
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : October 25, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
	3 days suspension 11/6-8/19
Line	131121 - B
BY:	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/11/2019 to name: Bombase, Katherine Capistrano

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- Inconsistent in doing point to point system & comparing to master sample

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_PK15394

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FACP-1A-1910-1719

☒ AGENCY

Please Specify: PKIMT

<u>D. Hemler</u> Audited By:	<u>G. Magadia</u> Noted By:
---------------------------------	--------------------------------

Name: Bombase, Katherine
Position: Associate
ID Number: 17PK15394
Batch No.: 170
Car Model/Line: Mazda 11121

Process: Appearance
Group/Shift: NS 1B
Date/ Time: October 11, 2019 / 10:28
No. of Offense: 1st offense
Superior Name: C. Berona

Audit Findings: Not following SOP

Details:

Inconsistently performed point to point system and comparing to
master sample

WRITTEN EXPLANATION

Ako po si Katherine Bombase appearance inspector ng Mazda 1121 na audit ng talent. Na following sop. dahil maraming portion ng harness na hindi ko na point to point at na compare ng eyes dahil sa pag-angat ko ng harness. kaya ko po inaangat ang harness. ay paruan ko po yan para mainspect ko ng eyes ang mga insertion at para maiwasan ko rin na maling harness ang mainspect ko.

Counter Measure: Lagi ko pang susundin ang sop para maiwasan ang audit at outflow aking batatandaan ko tatandaan ang mga dapat at di dapat upang magawa ko ng eyes ang aking trabaho.

Remarks/ Evaluation:

Issue Penalty

Katherine
Signature of Employee
Date: 10-17-19

G. Magadia
Jr Staff
Date: 10/17/19

C. Berona
Staff
Date: 10-17-19

S. LUCERO
Supervisor
Date: 10-17-19

G. Magadia
Manager
Date: 10/18