



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_PK28074
San Luis, Nelsa Banay *informing*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : July 18, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENTS	
No. Offense:	15
3 day Suspension	
June 24-26 2019	
July 23-25 2019	
Line	D2104-B
Jr. Staff	<i>[Signature]</i>
Staff	<i>[Signature]</i>
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	
Signature Over Printed name/ Date	

refers to the alleged offense(s) you have committed at 4/25/2019 to name: San Luis, Nelsa Banay

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 - Hidden repair

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

Inform: *informing*

18_PK28074
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_PK28074
San Luis, Nelsa Banay *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : June 10, 2019

This refers to the alleged offense(s) you have committed at 25-Apr-19 to name: San Luis, Nelsa Banay

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 - Hidden repair

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: *[Signature]*

18_PK28074

FURUKAWA - Production Operator

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

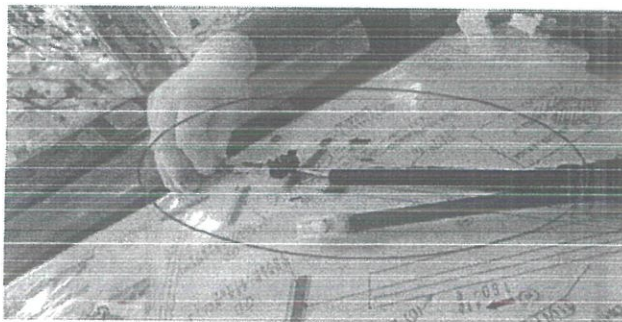
i_Alert Audit Report

Car Model / Line No. Daihatsu/ 2106
Date / Time April 25, 2019
Name / ID No. San Luis, Nelsa/ 18PK230
Shift / Group NS-B
Batch No. 238
Process Dimension
FAS or Agency: specify PKMT
Person Informed F. Mojares
Audited by: M. Dotado

Details

Unauthorized Repair/Hidden Repair
Pulling of branch due to short dimension.

Picture



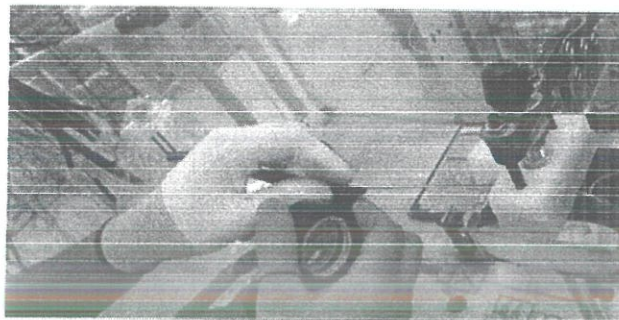
Action Taken

Car Model / Line No. Daihatsu/ 2106
Date / Time April 25, 2019/ 4:15am
Name / ID No. Dorozon, Kristel/ 18PK220
Shift / Group NS-B
Batch No. 2014
Process Bukumi
FAS or Agency: specify PKMT
Person Informed G. Latorre
Audited by: M. Dotado

Details

Unauthorized person doing Bukumi process.
Associate doing Bukumi process even if not
certified; certified only in Sub-Assy process.

Picture



Action Taken

PKIMT

Date: June 10, 2019

OFFENSE: Not following SOP

WRITTEN EXPLANATION:

Ippapamantir po nung ang paghula
ko po sa branch na iyon short dimension
po ng 1mm lang po kaya hinula ko po
ng konti. Hindi ko po naisipang tanagin si
Sr. Staff dahil ako po ang nabubulu ng
magdimension na mag-ua. Umawit po
kasi ng maging nang mga cues na iyon ang
aking part na dahil nagbansa po sga at
di po ako ang naka part na sa part na
iyon.

COUNTERMEASURE:

Hindi-hindi ko na po nuleter
ang paghula ~~sa~~ⁱⁿ sa mga branch, testawag
na po ako ng expert or Sr. Staff kung
pabalang makakata encounter ng mga
defect sa business na akong inspect.

Informing

NELSA B. SAN LUIS

Signature over Printed Name

DAIHATSU 2100

Car Model / Line