



ENCLOSURE - OK

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 : 19\_PK35528  
Maandal, Zairene Mae O *[Signature]*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/25/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day suspension
	Oct 14, 2019
Line	5509 battery / B
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/9/2019 to name: Maandal, Zairene Mae O

**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 in inspection process**

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]*  
19\_PK35528

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

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FAS

Control No: FAIR 1A-1909 1164

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AGENCY

Please Specify: PRINT

<u>Pradaawan</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Maandol, Zairene Mae  
Position: associate  
ID Number: 19PK3552R  
Batch No.: 275  
Car Model/Line: Suzuki Battery 1909

Process: appearance  
Group/Shift: 12510  
Date/ Time: Sept 9, 2019 01:30  
No. of Offense: 1st  
Superior Name: a. table

Audit Findings: Not following SOP

Details:

associate inspecting 2 harness at a time

## WRITTEN EXPLANATION

Ako po si Zairene Mae Maandol ang appearance inspector ng YWA/435 Suzuki line 5009 ang nabuli na dalawa ang harness sa table ngawa ko lang po iyon sapagkat kulang na po kami sa oras at delay na po kami nang mga panahon iyon ngayon po at sa susunod na mga araw ay hindi ko na po ulitin ang aking pagkatatamali. Para sa 3M Salamat po sa pag-unawa.  
- Yun pong harness ay hindi ko po ini-inspect ng sabay yang dalawang harness po na nakita akin ay for parking na at good na po yun.

## Remarks/ Evaluation:

→ Still keeping more than 1 harness at inspection table is prohibited as per inspection rule.  
→ Issue penalty SR

<u>Zairene Mae Maandol</u> Signature of Employee Date: <u>09/12/19</u>
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<u>AL</u> Jr Staff Date: <u>09/12/19</u>
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<u>Manay</u> Staff Date: <u>09/13/19</u>
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<u>Chelust</u> C-TOLENTINO Supervisor Date: <u>9/13/19</u>
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<u>Escalona</u> LEA P. ESCALONA Manager Date: <u>9/14/19</u>
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Gr 9/14