



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\_PK25081  
NAME : Cual, Sherlyn Calanog *Scual*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : February 8, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	3 days suspension 2/8-2/10
Line/Shift	CS101 / B
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/15/2020 to name: Cual, Sherlyn Calanog

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-Unauthorized repair**

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.

SIGNED BY:

PKIMT Management

Inform: *Scual*  
18\_PK25081

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ F.S.

☒ AGENCY

Please Specify: PKIMT

Control No: #ALP 17-2001-0039

Audited By: <i>[Signature]</i> D. Henson	Noted By: <i>[Signature]</i> G. Magadia
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Name: Sherlyn Cud  
Position: Associate  
ID Number: 18 PK25081  
Batch No.: 222  
Car Model/Line: Suzuki Main 601

Process: CUB ASSY  
Group/Shift: NS-B  
Date/Time: January 15, 2020 / 9:35  
No. of Offense: 1st  
Superior Name: C. Corrales

Reference  
# HRGA- 2018-64-14

## Details of Audit Findings:

Un authorized Repair / Hidden Repair  
Associate caught pulled the wire due to encountered wrong insert of co- associate in cub assy process

## WRITTEN EXPLANATION

Na audit po ako sa kadahilananag naghugot po ako ng wire pinuntahan nya po ako sa presto to wrong insert daw po yung lagay nya ang pagkakaalam ko po mali lang yung pasok nya ng terminal hinde ko naman po yun huhugutin kung alam ko pong wrong insert pasensya na po kung kelangan ko pang magkaraniya para matuto ako hinde ko na po uulitin.

## REMARKS/ EVALUATION

☐ i-Alert Explanation Only ☐ Agency/FALP Written Explanation Only (based from handbook)  
☒ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<i>[Signature]</i> SHERLYN CUD	<i>[Signature]</i> Jr. Staff	<i>[Signature]</i> Supervisor	<i>[Signature]</i> Manager
Signature of Employee Date: <u>01-19-20</u>	Jr. Staff Date: <u>01-21-2020</u>	Supervisor Date: <u>1-21-2020</u>	Manager Date: _____