



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_PK30719
NAME : Bufo, Juliet Laylo / *Juliet*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : November 10, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day Suspension	
11/23/2020	
Line/Shift	D2 III / A
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/9/2020 to name: Bufo, Juliet Laylo

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 in Lay-out - Non compliance on insert pull method

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK30719

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-2010-4185

☒ AGENCY

Please Specify: PKMT

<u>J. Maracayon</u>	<u>Echoenard B. K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Butti, Juliet
 Position: Associate
 ID Number: 19PK30719
 Batch No.: 254
 Car Model/Line: Daihatsu Pajero / 2111

Process: Lay out
 Group/Shift: DE/B
 Date/ Time: Oct 09, 2010 / 09:30
 No. of Offense: 1st
 Superior Name: J. Roxas

Non-compliance Reference/Document
 Control Number:
Penalty for Major Non-compliance
QA-2010-01

Details of Audit Findings: Non compliance on Insert-Pull Method

Associate did not conduct pulling of wire after insertion on lay out process. Connector: RSS/KN2-14P

WRITTEN EXPLANATION

wire color: 61 w/ violet and w/b

Good Day! Safety first

Alto po i Juliet Butti ay na-audit sa conn. KK-Ter4-26E-B sa kadahilanan pang hindi po
ako nakapag-pulling dahil po ako po ang naglalayout at naginsert ng CT:5 at CT:4 lani po ang naka portion po
sa CT:5 ay nasa CT:2 sa pagmamadali ko po hindi ko na po nasa naka ang sequence lani po nadedelkey
po ako

COUNTER MEASURE: Hindi na po magalit at suandin ko na po ang insert Push Pull sa lahat ng
wire na aking iinsert at mag-aandon na lamang po ako pag ako
ay nadedelay upang mainasan ko din po ang T.B.O o Terminal
Backing Out.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Juliet</u>	<u>A. Arguelles</u>	<u>Staff</u>	<u>Supervisor</u>	<u>Manager</u>
Employee Date: <u>10/13/2010</u>	Jr. Staff Date: <u>10/13/2010</u>	Staff Date: <u>10/13/2010</u>	Supervisor Date: <u>10/13/2010</u>	Manager Date: <u>10/13/2010</u>