



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_PK29068
NAME : Bigno, Princess Faith Miras
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : February 23, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
	3 days suspension
	2/10, 11, 12/2021
	3/10, 11, 12/2021
Line/Shift	VCT25 - A
ACKNOWLEDGE BY:	
MANAGER	Signature: [Signature] Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **2/2/2021** to name: **Bigno, Princess Faith Miras**

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:

Associate applied missing marking on connector in dimension process

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: **19_PK29068**

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

Control No: FAP-1A-2100-680

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FAS

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AGENCY

Please Specify: PKINT

For Approval <u>J. Torres</u>	<u>Schneider</u> <u>K. Hernandez</u>	<u>PR</u> <u>Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Biano, Princess Faith
 Position: Associate
 ID Number: 19PK-29068
 Batch No.: 268
 Car Model/Line: Suzuki Y2R 5125

Process: Dimension
 Group/Shift: DS-A
 Date/ Time: Feb 02, 2021/09:00
 No. of Offense: First Offense
 Superior Name: N. Reyes

Non-compliance Reference/Document Control Number:

FAP-WI-PRD-IP-044

Details of Audit Findings: NOT FOLLOWING STOP CALL AND WAIT.

Associate applied missing marking on connector in dimension process. > Con. YLE-TP-ST > Audited 02/01/21

WRITTEN EXPLANATION

Mks si Princess Faith Biano, m-audit sa kadahilang nagmarking sa appearance (missing markings). Alam ang alam ko po ay pag mka QA na ang bukes, du bukal magmarking pero sa appearance ay na bukt. May QIT po pati ako at siya ang nagmarking at hindi ko na p. niche-deck but complete markings. East po natormanan na po lam.

REMARKS/ EVALUATION

☐ i-Alert written only

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Agency/FALP Written Only(based on handbook)

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

<u>[Signature]</u> Employee Date: <u>2/9/21</u>	<u>[Signature]</u> Jr Staff Date: <u>2/9/21</u>	<u>[Signature]</u> Staff Date: <u>2/9/21</u>	<u>[Signature]</u> Supervisor Date: <u>2/9/2021</u>	<u>[Signature]</u> Manager Date: <u>2.18.21</u>
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