



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 : 17_PK18896
NAME : Almendras, Mylene Mendoza
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : June 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd offense for 3 days suspension July 10-12 2020 <i>updated on ML</i>
Line/Shift	5/20/B
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 3/5/2020 to name: Almendras, Mylene Mendoza

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:

Appearance inspector return the harness on Appearance Hanger due to bend terminal

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]*
17_PK18896

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 : 17_PK18896

NAME Almendras, Mylene Mendoza *M. Almendras*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 3rd Offense

DATE 23-Jun-20

This refers to the alleged offense(s) you have committed at

5-Mar-20

to name: Almendras, Mylene Mendoza

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *M. Almendras*
17_PK18896

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PRIMT

Control No: FALP-1A-2003-0028

<u>J. Vintora</u>	<u>R. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Almeida Mylene
 Position: Associate
 ID Number: 1744186910
 Batch No.: 187
 Car Model/Line: Volvo 401 / JDB

Process: appearance
 Group/Shift: NS/A
 Date/ Time: March 5, 2020 / 9:13
 No. of Offense: 1st
 Superior Name: R. Morasgan

Non-compliance Reference/Document

Control Number:

FALP-WI-PRD-12-004

Details of Audit Findings:

Not following SOP, appearance inspector return the harness on appearance hanger due to bend terminal and get harness from finished to re-inspect even there is on going harness borrowed on IACS sig (Bend terminal)

WRITTEN EXPLANATION

NAUPIT HO AKO KASI NI-RE-INSPECT KO PO UNA GOOD HARNESS KO KASI PO MAY FOR CONFORMATION PO AKO AY WALA PO ONG AMING JR-STAFF AT NASA MITING, SIRA NAMAN PO ANG AKING ANNON, PERO PINAGAM KO PO ITO SA EXPERT, DALA PO NG INIP AY WALA NAMAN PO AKO MASUPORTAN NA APPEARANCE, AT DAHIL ALAM KO PO NAMAN NA BAWAL AKO MAG-PROCESS NG HINDI AKO CERTIFIED, GINAWA KO NI-RE-INSPECT KO PO UNA LAST GOOD HARNESS KO, NA HINDI NAMAN PO AKO. AWARE NA BAWAL DALA PO ULY KUNIN UNA GOOD HARNESS KAPAG NA-INSPECT NA

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>A. Hernandez</u>	<u>R. Morasgan</u>	<u>J. Vintora</u>	<u>S. Torniua</u>	<u>J. Vintora</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>03/07/20</u>	Date: <u>3/7/2020</u>	Date: <u>3/7/20</u>	Date: <u>3/12/2020</u>	Date: <u>03/16/2020</u>