

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\_PK24583

Curato, Princess Mancil

FROM : PKIMT Management

SUBJECT : : Notice for Suspension

No. of Offense : 1st offense

DATE July 5, 2019

PKIMT

ACKNOWLEDGEMENT FORM

COMMENTS/ ASSESMENT

No. Offense: 1ST - 10 day suspension

JULY 09, 2009

Line 171123

M. PACIA ~~171123~~

SKALON ~~171123~~

Signature: [Signature] 7/09

Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 5/9/2019 to name: Curato, Princess Mancil

### 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 (Conduct mass pulling)**

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:

*PKIMT*  
**PKIMT Management**

Conforme: ✓ Surat  
18 PK24583


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 : 18\_PK24583  
Curato, Princess Mancil   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : June 28, 2019

This refers to the alleged offense(s) you have committed at 5/9/2019 to name: Curato, Princess Mancil

**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:**

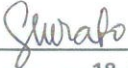
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**NOTED BY:**

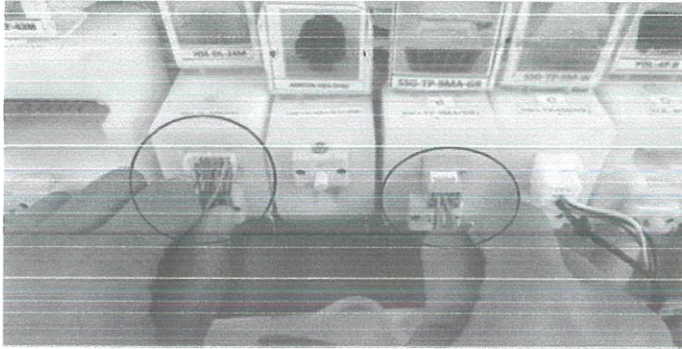
  
**PKIMT Management**

Conforme:   
18\_PK24583

FURUKAWA - Production Operator

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

# i\_Alert Audit Report

Part Model / Line No.	Mazda/1123	Picture	Action Taken
Date / Time	May 9, 2019/07:15 am		
Part / ID No.	Curato, Princess/18PK2458		
Shift / Group	NS / A		
Part No.	220		
Process	Sub-Assy Process		
AS or Agency: specify	PKIMT		
Person Informed	A. Bautista		
Edited by:	J. Masapol		
Details			
Not following Insert-Pull-method Sub-assy associate conduct mass pulling when encountered R-PULL on connector HSE-DL- 1m & SSG-TP-9m-Gr.			





DATE: July 02 - 2011

**OFFENSE:** \_\_\_\_\_

**WRITTEN EXPLANATION:**

Ako po si Princess Curato sub-Asy ng Line 1125  
Nag~~pull~~<sup>pull</sup> mass pull po ako mung may ng night shift. Hindi naman  
po ako nag mamass pull~~take~~<sup>take</sup> nung una nag k-pull po yung pc  
ko madaling araw na pa yun, ng pinatay ng expert namin  
hirila ko na po ng isa-isa tapos nung last na hinila ko  
na po ay napatatlong wire na ang hawak ko dala natin po  
ng antok at sama ng pakiramdam kaya natin po namalasan  
na na odit na po ako. Nag one by one po ako pero  
nag kamali na po ako mung last na ipupull ko na po yung  
wire. Kaya hindi na po ako naka pag-focus sa ating  
ginagawa.

**COUNTERMEASURE:**

Mag-focus sa ginagawa para hindi mag kamali.  
Piliting gumawa ng paraan para hindi na mag<sup>me</sup> antokin at  
huwag mag mass-pull para hindi pag mulan ng N.G.

Shiraf  
PRINCESS M. CURATO  
Signature over Printed Name

MARDA JFA 1125  
Car Model / Line