



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (0431) 405 6388 89 / (0431) 405 6407 08

MEMORANDUM NO. HRADM

TO : 18_PK28828
NAME : Taño, Kimberly ✓ *Kimberly*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : November 5, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>2nd 3 days suspension</i> <i>11/12 - 14/19</i>
Line	<i>N6102 - B16</i>
ACKNOWLEDGE BY: <i>[Signature]</i> <i>11/7</i>	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 10/09/2019 to name: Taño, Kimberly

Violation Offense No. 1

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 - Inconsistent point to point system and comparing to master Sample

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]*

18_PK28828

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_PK28828
NAME : Taño, Kimberly 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd Offense
DATE : 5-Nov-19

This refers to the alleged offense(s) you have committed at 9-Oct-19 to name: Taño, Kimberly

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

18_PK28828

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALO-IP-1010-1697

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AGENCY

Please Specify: PKIMT

<u>Jablon</u> Kabatana	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Tañe, Kimberly
Position: anual
ID Number: 18PK28528
Batch No.: 244
Car Model/Line: Nissan/G102

Process: Appearance Process
Group/Shift: N5/B
Date/ Time: October 9, 2019 13:10
No. of Offense: 1st offense
Superior Name: J. Reyes

Audit Findings: Not following SOP

Details:

Inconsistently performed point to point system and comparing to master sample.

WRITTEN EXPLANATION

AKO PD SI KIMBERLY TAÑE APPEARANCE NG NISSAN G102 AY NA-AUDIT NA HINDI CONSISTENT ANG POINT TO POINT SYSTEM DAHIL PD ID SA MAY PORTION NA MAHURAP NAGAWA ANG POINT TO POINT LALO NA SA PORTION NA MAY PROTECTOR.

TUNGKOL PD SA HINDI PAG COMPARE SA MASTER SAMPLE, NAGCOMPARE PD AKO NDOJ TIME NA DUMAAN ANG 1-ALERT TAPOS NA PD AKO MAG-INSPECT RINITAWAN KO NA ANG MASTER SAMPLE THEN YUNG ACTUAL HARNETS PD AY NIPERE-CHECK KO ANG CONNECTOR KASI FOR DEN LIGHTING NA.

MAY TIME PD NA HINDI KO NAICOMPARE SA NANG PORTION KAYA NAKAHIRAPAN PD AKO DAHIL MALAEI YUN PORTION / BRANCH AT NAKA OPTON NA PD KAYA NAKAHIRAPAN PD AKO NG ICOMPARE SA (SA) MASTER SAMPLE LALO NA PD AT MAGKAPATONG ANG MALAKING PROTECTOR. DIND-DOUBLE CHECK KO NAMAN PD YUN BAGO IPACK.

Remarks/ Evaluation:

Already concerned to affected member and Jr. Staff.
→ they admitted that the member concluded non-compliance

Issue penalty

<u>K. Tané</u> Signature of Employee Date: <u>10-12-19</u>	<u>J. Reyes</u> Jr Staff Date: <u>10-12-19</u>	<u>J. Reyes</u> Staff Date: <u>10-12-19</u>	<u>S. Reyes</u> Supervisor Date: <u>10-12-19</u>	<u>G. Magadia</u> Manager Date: <u>10-12-19</u>
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