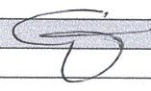




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK33730  
NAME : Dairo, Michelle Ruiz  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : July 18, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
5 days Suspension August 3-7, 2020	
Line/Shift	#3115
ACKNOWLEDGE BY: 	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 07/17/2020 to name: Dairo, Michelle Ruiz

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

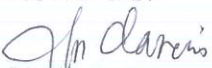
**Description:**

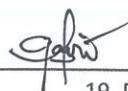
**Intentional repair**

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\_PK33730

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 : 19\_PK33730  
NAME : Dairo, Michelle Ruiz  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 18-Jul-20

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

17-Jul-20

to name: Dairo, Michelle Ruiz

**Violation Offense ] 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 :

Illegal repair

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\_PK33730

FURUKAWA - Production Operator

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



OFFENSE: Illegal Repair

DATE: 7/22/20

WRITTEN EXPLANATION:

Ako po si Michelle Dairo ay humingi ng paumanhin sa akin nagawa ako po ay nag illegal Repair ito po ay aking natutunan sa aking kasama. ako po ay nag volunteer na ayosin ito. Natutunan ko po ito sa aking kasama na si kuya Alvin ng maxim de huma sa sub Assy po hinila. Paumanhin po kaya ko po nagawa ay nagawa po ako, pinapalitan po sakin ang connector na naputol ang wire.

Countermeasure:

ang anumang kaparusahan sa aking nagawa ay aking tatanggapin.  
Hindi ko na po ulitin

Michelle Dairo

Signature over Printed Name / Line

Ms. Michelle Dairo is sub assy on line 3115 she saw her co. members because they conduct illegal repair, Mr. Plama and Ms. Competente pull with force the wire and left the terminal on connector (cut the wire). She go near and repair the affected harness, Ms Dairo remove all the wire on connector and change another connector. Ms. Dairo conduct illegal repair which is pulling of shikakari R/ 171 CIVUS 0.75, LG/ 181 CIVUS 0.22, SB/ 180 0.22 CIVUS, P/ 174 0.35 CIVUS, L/ 168 CIVUS 0.35, L/ 183 CIVUS 0.5, SB/ 184 CIVUS, G/ 182 CIVUS 0.35 total of 8 wire on connector HSE/YSN-25F.

Prepared By.

Bernadette Katigbak  
Ma. Bernadette Katigbak  
PD5/Staff

Ma'am

July 17,2020

Good Day,

Kindly issue memorandum on below employee

Violation: Intentional pulling of all shikakari inserted on connector (repair the NG subwire)

Name: Dairo, Michelle

Position: Associate

Car Model: Honda

Line: 3115

Group: A

Shift: NS

Date Encountered: July 18,2020

Time: 12:00~12:30

Superior Name: Ma. Bernadette Katigbak (Staff)

Investigation:

Ms. Michelle Dairo is sub assy on line 3115 she saw her co. member panic and nervous because they conduct illegal repair, Mr. Plama and Ms. Competente pull with force the wire and left the terminal on connector (cut the wire). She go near and repair the affected harness, Ms Dairo remove all the wire on connector and change another connector. Ms. Dairo conduct illegal repair which is pulling of shikakari R/ 171 CIVUS 0.75, LG/ 181 CIVUS 0.22, SB/ 180 0.22 CIVUS, P/ 174 0.35 CIVUS, L/ 168 CIVUS 0.35, L/ 183 CIVUS 0.5, SB/ 184 CIVUS, G/ 182 CIVUS 0.35 total of 8 wire on connector HSE/YSN-25F.

Prepared By.



Ma. Bernadette Katigbak

PD5/Staff