



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\_PK22299  
NAME : Castillo, Sarah Jane Cortez  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : September 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
NOTICE FOR SUSPENSION	
OCT 6, 2020 NOV. 10, 2020	
[Signatures]	
Line/Shift	MARDA 1032
PDB	
APPROVED BY: [Signature]	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/21/2020 to name: Castillo, Sarah Jane Cortez

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:**

Not Following SOP - Associate caught in the act doing advance insertion

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 PK22299

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2002-0679

☒ AGENCY

Please Specify: PK/MT

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

Name: Castillo Sarah Jane

Process: Sub.assy

Position: Associate

Group/Shift: NS-B

ID Number: 18PK22299

Date/ Time: February 21, 2020 / 8:20

Batch No.: 285

No. of Offense: FIRST OFFENSE

Car Model/Line: Mazda / 1032

Superior Name: M. Antepoko

Non-compliance Reference/Document

Control Number:

FAIP-WI-DEL-SA-043

Details of Audit Findings: Not Following SOP

Associate caught in not doing advance insertion on connector SSE-SB 8m GR wire color 2A

## WRITTEN EXPLANATION

Ako po si Castillo Sarah Jane C., na nahuli ng I-Alert na nag-advanced insertion, sa kadahilanan gusto ko pang matapos agad ang akong plan na iyon upang makapag-sub-ulit ng iba pang product. Delay din po kasi ang sub kanya nakapag-advanced insertion ako, kin-put ko din baman po yung wire na aking ihi-advanced kapag hinihingi sa ng p.c. Hinihingi ko po ang inyong luber na pang-uulawa.

## 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.

OR ISSUANCE OF  
NTE

<u>John C. Brucal</u> Employee Date: <u>02-02-20</u>	<u>John C. Brucal</u> Jr Staff Date: <u>02-02-20</u>	<u>John C. Brucal</u> Staff Date: <u>02-12-20</u>	<u>John C. Brucal</u> Supervisor Date: <u>02/13/2020</u>	<u>John C. Brucal</u> Manager Date: _____
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