



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_PK32159
Barcelos, Francia Yacon *Francia*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 9/12/2019

ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense: <i>1st offense</i> <i>1 day suspension</i> <i>Sept. 25, 2019</i>	
Line <i>HONDA TRKA 3129</i>	
ACKNOWLEDGE BY: <i>[Signature]</i> <i>9/11</i>	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/30/2019 to name: Barcelos, Francia Yacon

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:

Skipped sequence resulted to missing parts

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK32159

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK32159

Barcelos, Francia Yacon

Francia

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 6-Sep-19

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

30-Aug-19

to name: Barcelos, Francia Yacon

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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Description:

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management


Conforme: *Francia*
19_PK32159

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(DS - Pauline P. Agojo)

Date: September 5, 2019

Item #	Date/Shift	Process / Area	Actual Image	Findings/Items for Improvement	OK/ NG	Action	Category	Operator / Concern Person	Concern Shift	Person Informed	Group/Department	Person In-charge	Status/Remarks
1	09/05/19 DS	Honda TKRA 3127	 <p>Arlene Solis (Maxim) - assigned member in last station</p>	2 pcs remaining clamp NB-157-B found left in parts box of assy board, later learned these items are missing parts on one wire harness already in hanger before shiage process, this was resulted due to skipped sequence on associate's assigned portion (Ms. Barcelos) and member on last station (Ms. Solis) did not reversed parts box and did not report to leader for remaining/excess parts	NG	Informed junior staff in-charge who did the re-assy after missing parts was found on the skipped sequence, also for reminder to concern members for related assy SOP related on this item	SOP	Francia Barcelos (PKIMT)/ Arlene Solis (Maxim)	B / DS	Angel Puyo	Honda TKRA	Sir Jerald	for monitoring