



SEEDPORT 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 : 17_PK12769
Carbon, Desiree Cura / *d carbon*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE August 31, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st
1 day suspension Sept. 12, 2019	
Line	M 1418-A
ACKNOWLEDGE BY:	
MANAGER	<i>Jaya</i> 9/3
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/15/2019 to name: Carbon, Desiree Cura

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 advance insertion)

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:

Op
PKIMT Management

Conforme: *d carbon*

17_PK12769

FURUKAWA - Production Operator

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


I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP - 1A - 1908 - 894

☒ AGENCY

Please Specify: PKMT

 C. Rodondo	G. Magadia
Audited By:	Noted By:

Name: Carbon, Desiree
Position: associate
ID Number: 17-PK12769
Batch No.: 156
Car Model/Line: mazda / 1183

Process: Sub Asst
Group/Shift: DC A
Date/ Time: august 6, 2019 / 4:30
No. of Offense: 1st
Superior Name: J. Flores

Audit Findings: Non compliance on Insert pull method



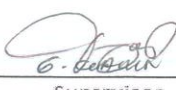
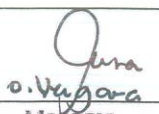
Details:

Conduct advance insertion on connector CNH-24p and asl-Y1-4F-B

WRITTEN EXPLANATION

Partner po kami nung time na yun. Nabilis po ang aming galaw na pag-insert at pull. Yun po pala ay hindi agad nag OK sa SUB PC eh naiinsert na po agad namin ang Joint B1. Nang insert po ako hindi ko po agad narinig ang OK Sound kaya po namin nag insert na din po ang partner ko dahil na pull ko na po ung wire. (Sakto naman pong chumam ang i-alert inakala po niya na nag-advance insertion kami. Sirabi naman po namin na ganun ang tunay na syari. Kase yun po ang nadatan niya hindi na po kami nagpatirgin sa sub PC dahil mabilis po ang galaw namin dahil nag-buffer na po kami.

Remarks/ Evaluation:

 Signature of Employee Date: <u>8-17-19</u>	 Jr Staff Date: <u>8-17-19</u>	 Staff Date: <u>8-19-2019</u>	 Supervisor Date: <u>08/19/19</u>	 Manager Date: <u>8/20</u>
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ices 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_PK30780
De Torres, Jonalyn Dela Cruz

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 3rd Offense

DATE : August 31, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	3rd 2nd Superior Sept 19, 2019 12-13
Line	57102
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date 19-1

This refers to the alleged offense(s) you have committed at 8/14/2019 to name: De Torres, Jonalyn Dela Cruz

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 (Unauthorized repair)

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 Management

Conforme: 
19_PK30780

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7ALP-1A-1908-830

☐ AGENCY

Please Specify: PRINT

<u>William D. Tiemsem</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: De Torres, Janalyn
 Position: Associate
 ID Number: 19-PR30780
 Batch No.: 259
 Car Model/Line: Subaru 1102

Process: Dimension
 Group/Shift: 8/1A
 Date/Time: August 14, 2019 6:45 pm
 No. of Offense: 1st
 Superior Name: R. Reyes

Audit Findings: Un authorized Repair / Hidden Repair

Details: associate encountered dimension defect, she caught moving clamp on dimension process.

WRITTEN EXPLANATION

I JANALYN D. DE TORRES CAUGHT THE I ALERT MS. D. TIEMSEM BECAUSE I MOVED THE P.R. ANL30 BACKWARD BECAUSE I CAN SEE THE MAXIMUM MEASURE OF 820. So, we can't put the maximum or minimum measurement so try to make that P.R. that can cause a mistake because I'm not a authorized person to do that. And JR. STAFF STAFF OR AUTHORIZED PERSON TO REPAIR THOSE NA IN THE HARNES. IM SORRY I CAN NOT DO THAT AGAIN.

COUNTER MEASURE:
 STOP, call, wait
 clip the confirmation tag

Remarks/ Evaluation:

2 days suspension
 Issue Penalty 80

<u>[Signature]</u> Signature of Employee Date: <u>08-14-19</u>	<u>[Signature]</u> H. Gino Jr Staff Date: <u>08-14-19</u>	<u>[Signature]</u> A. P. Rios Staff Date: _____	<u>[Signature]</u> Supervisor Date: <u>08/20/19</u>	<u>[Signature]</u> Manager Date: _____
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