



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_PK27826
Mercado, Ma. Pauline Rebong

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : August 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	2nd
2 days suspension REPT. 3-9, 2019	
Line	S 7105-A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/8/2019 to name: Mercado, Ma. Pauline Rebong

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

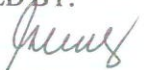
Description:

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: 
18_PK27826

FURUKAWA - Production Operator

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



I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-1908-763

☒ AGENCY

Please Specify: PKIMT

 D. Cuartero	 G. Magadia
Audited By:	Noted By:

Name: Mercado, Ma. Pauline
Position: Associate
ID Number: 18-PK27286
Batch No.: 273
Car Model/Line: Subaru GC7/Line 7105

Process: Appearance
Group/Shift: NS/A
Date/ Time: Aug. 8, 2019/2:40am
No. of Offense: 1st offence
Superior Name: D. Torrino

Audit Findings: Unauthorized Repair/Hidden Repair

Details:

Appearance inspector doing additional taping due o loose taping

in Appearance Process.

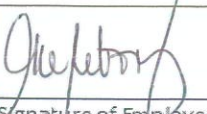
> See attached memorandum for penalty

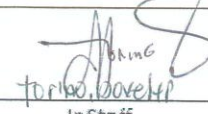
WRITTEN EXPLANATION

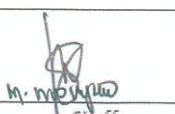
ako po si Ma. Pauline Mercado mag add taping po ako sa harness sa dahilang ito po ay loose taping hindi ko po gusto na gamin ito ngunit wala po akong nagawa ng mga oras na fun po ay wala ang Jr Staff at Leader ko ang expert naman po namin ay haka portion kaya wala po akong matalunay na mag-repair nag andon po ako ngunit matalag na po ay wala pang lumalapit nanghinatang naman po ako sa oras na dapat makaka output na kami at nanghinatang din po ako sa harness kung bawat loose taping ay ii-Nk ko na feed back ko na po ito sa Asst ngunit hindi ko po alam kung bakit gamen po din kapag dumadating sa akin ang harness. Hindi pangako ko na hindi ko na po ulit ang pag-add taping mag-aantay po ako sa Purdeng mag-repair pasensya na po kaya.

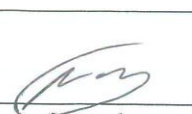
Remarks/ Evaluation:

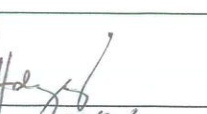
1 day suspension


Signature of Employee
Date: 8/9/19


Jr Staff
Date: 8/9/19


Staff
Date: 8-9-19


Supervisor
Date: 8/9/19


Manager
Date: 8/9/19

On 8/19