



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_PK26762
NAME : Tumbaga, Mary Rose Marcos *Mary Rose Tumbaga*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	1 day Super SM
	12/9/20
	Date return 12/10/20 @ 8AM
Line/Shift	SS78 / B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/13/2020 to name: Tumbaga, Mary Rose Marcos

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:

Associate conduct pulling of wire and base jig during re- sub after encountered Dotsu NG

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: *Mary Rose Tumbaga*
18_PK26762

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP IA-2020 3236

<u>J. Torres</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: tumbaga, Mary Rose
 Position: Associate
 ID Number: 18PK26762
 Batch No.: 230
 Car Model/Line: 512UK Y2R / 5128

Process: SMB-ASSY
 Group/Shift: DS-B
 Date/ Time: Sept. 13, 2020 / 2:25
 No. of Offense: 1st
 Superior Name: M. Sanchez

Non-compliance Reference/Document
 Control Number:

FALP-WI-QCA-SI-139

Details of Audit Findings:

Not following SOP

Associate conduct pulling of base jig instead of wire clamping re-sub due to botch NG in sub-assy

WRITTEN EXPLANATION

Atko po si Mary Rose M. Tumbaga ay na Audit sa kadahilanan na sa jig ako ng hila nang
ng ree-sub ako. Inaalay ko na po kare sa jig ang connector pag alam ko na wala na po i-attach
sa kadahilanan na atala ko po mag tatagil ang wire kaya inaalay ko na ko sa jig. Nung mag ree-
sub po ayaw na po pumarak ng connector sa jig kaya po ang ginawa ko sa may
jig po ako ng hila sa dahilan na nilabok ko na po ang connector pag kailan ko sa may jig dahil
baka mabahiran ko sa ita ilabok.

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).

<u>MARY ROSE M. TUMBAGA</u>	<u>A. Gutierrez</u>	<u>D. Acosta</u>	<u>for C. Carabes</u>	<u>June M. Magana</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>09-21-2020</u>	Date: <u>9-21-20</u>	Date: <u>9-21-20</u>	Date: <u>10-17-2020</u>	Date: <u>11/11</u>