



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_PK30865
Aguila, Leon Salvio / *Leon S. Aguilari*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/12/2019

ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense: 1st day Suspension Sept 25, 2019	
Line HONDA BIK- <i>Days to Sept. 27</i>	
ACKNOWLEDGE BY:	<i>AS</i> 9/11
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/5/2019 to name: Aguila, Leon Salvio

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:

Advance insertion done in some wires in connector Jig A, may result to wrong insert

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:

Jalene
PKIMT Management

Conforme: *Leon S. Aguilari*
19_PK30865

FURUKAWA - Production Operator

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



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_PK30865

Aguila, Leon Salvio *Leon S. Aguila*

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 5-Sep-19 to name: Aguila, Leon Salvio

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

Advanced insertion done in some wires in connector Jig A, may result to wrong insert

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: *Leon S. Aguila*
19_PK30865

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 2115		Advance insertion done in some wires on connector at jig A, may result to wrong insert related defects since those wires are inserted not referring to sub PC	NG	Informed junior staff, to remind members to follow SOP for insert-pull method consistently to avoid related wire insertion defects	SOP	Leon Aguila (PKIMT)	B / DS	Sarah Jean Permijo	Honda	Sir Jerald	for monitoring

PKIMT

OFFENSE: POUNCE INSERTION

DATE: 09-07-19

WRITTEN EXPLANATION:

Ako po si LEON S. Aguila at ako po ay nahulina nag a advance insertion po ako sa aking ginagawang Process kaya ko po naga iyon dahil po sa gusto ko po makatarget ng Plan pero mali po uayon ginawa ko.

Countermeasure:

Sasusunod po hindi ko na po ulitin uli ang aking pas-aadvance insertion sa aking process susunod na po ako sa standard.

L. Aguila
N. S. AGUILA

Signature over Printed Name / Line