



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_PK33923

NAME : Jaranilla, Christine Banguardia *Jaranilla*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 22-Oct-19

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i> <i>1 day suspension</i> <i>11/5/19</i> <i>11/6</i>
Line	<i>5700</i> <i>11/5/19</i> <i>11/6</i>
ACKNOWLEDGE BY:	
MANAGER	<i>11/5/19</i> <i>11/6</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11-Oct-19 to name: Jaranilla, Christine Banguardia

Violation Offense | 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 :

Not following SOP-Did not conduct pulling of wire after insertion

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:

PKIMT Management *[Signature]*

Conforme: *Jaranilla*
19_PK33923

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_PK33923
NAME : Jaranilla, Christine Banguardia *Jaranilla*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : October 22, 2019

This refers to the alleged offense(s) you have committed at 10/11/2019 to name: Jaranilla, Christine Banguardia

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:

Not following SOP-Did not conduct pulling of wire after insertion

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:

JN
PKIMT Management

Conforme: *Jaranilla*
19_PK33923

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FAIP-1A-1910-1728

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AGENCY

Please Specify: PKIMT

<u>E. Refanbo</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Jaranillo, Christine
 Position: Associate
 ID Number: 19PK23923
 Batch No.: 268
 Car Model/Line: Subaru GC7 17103

Process: Lay-out Process
 Group/Shift: Ns 1B
 Date/ Time: October 11, 2019 10:30
 No. of Offense: 1st offense
 Superior Name: A. Malapitan

Audit Findings: Non-Compliance on Insert Pull Method

Details:

Did not conduct pulling of wire after insertion on conn. MK- GFG

Remarks: 3 wires.

WRITTEN EXPLANATION

Ako po si Christine Jaranillo na naaudit ng i-alert
 nang Oct 11 2019 sa kadahilangan hindi po ako nag pu-pull pag katapos
 kong maginsert ng wire sa ita ng sobrang delay ko napa sa akang
 process dahil po sa bagong operator po ako ng Subaru na galing lang
 po sa ~~4th~~ 1st ng Honda na bagong pass po kung po. ipagpaumanhin
 po nanya. It dahil ako po ay sadya pang mabagal at hindi pa po
 ako malasabay sa kila na trabaho ng conveyor ng Subaru
 pipilitin ko pang hindi madelang at susunod na sa sop ng process.

Remarks/ Evaluation:

- late action if Delay To ^{all} ~~attention~~ of Staff / Report

1 day suspension JE

Christine Jaranillo
 Signature of Employee
 Date: 10-15-19

J. Magadia
 Jr Staff
 Date: 10-15-19

R. Reyes
 Staff
 Date: 10-15-19

D. Perez
 Supervisor
 Date: 10/15

H. Magadia
 Manager
 Date: 10/16