



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 : 17_PK09585
Mercado, Gretchen Rosela
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 5-Jan-19

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 2 days suspension JIM 16-17, 2019
Line	TOYOTA 402
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 28-Nov-18

Violation Offense No. V

to name: Mercado, Gretchen Rosela

Section No. 14

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:

Not follow SOP - Non compliance in Insert-Pull Method

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:

[Signature]
PKIMT Management

For: *[Signature]*

17_PK09585

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 : 17_PK09585

Mercado, Gretchen Rosela *Judo*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 22-Dec-18

This refers to the alleged offense(s) you have committed at

28-Nov-18

to name: Mercado, Gretchen Rosela

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 follow SOP - Non compliance on Insert-Pull Method

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:

Judo
PKIMT Management

Conforme: *Judo*
17_PK09585

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: 701-11-18

☐ FAS

☒ PKIMT

<i>Continued</i> D. J. Hernandez	<i>[Signature]</i> G. Magaña
Audited By:	Noted By:

Name: Mercado, Gretchen
Position: Associate
ID Number: 17 - PK09585
Batch No.: 142
Car Model/Line: 701010 / 4102

Process: sub. Assy
Group/Shift: D / NS
Date/ Time: 11/28/18 (11:20 pm)
No of Offence: 1
Superior Name: _____

Audit Findings: Non compliance on Insert Full Method

Details:

> conduct advance insertion on conn.	SSG- 1P-10M	wire color:	P / R /
	SSG- 1P-2M		B /
	DSL- 4FB		W /
	SSG- TSN 10-18M		W /, T /

WRITTEN EXPLANATION

Nag-advance insertion po ako dahil ang wire ko po ay may shield
wire na karama sa bope. maligat po iyon kaya po delikadong
ma Ng ang mga malilit na wire na O-13. Ang product po namin
ay ABC. Nong time po na matuli ako ng I-alert C-group po
ang running namin kaya may shield wire po na karama sa bope.
wop

→ Feedback any difficulty in your process to your supervisor.
Do not just do what you want.

Remarks/ Evaluation:

Please /see I.R

[Signature]
Signature of Employee
Date: 11/28/18

[Signature]
Jr Staff
Date: 11/30/18

[Signature]
Staff
Date: _____

[Signature]
Supervisor
Date: 12/04/18

[Signature]
Manager
Date: 12/17/18

received: *[Signature]*
b21
b26 an