



ENCLOSURE - OK

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_PK28934
Pinca, Jechelle Sidro *Jpinca*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/28/2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense:	1st - 10 DAY SUSPENSION OCT. 18, 2019
Line	100001 3126
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/27/2019 to name: Pinca, Jechelle Sidro

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:**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 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: *[Signature]*
18_PK28934

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 : 18_PK28934
Pinca, Jechelle Sidro

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 28-Sep-19

This refers to the alleged offense(s) you have committed at 27-Sep-19 to name: Pinca, Jechelle Sidro

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:

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:


PKIMT Management

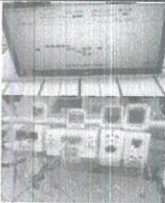

Conforme: 
18 PK28934

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Mheng Marquez)

Date: September 27, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK /	Action Taken	Category	Operator / Other Concern Person	Shift Concern	Person Informed	In Charge Car Model/ Department	Person In Charge	Status/Remarks
1	9/27/19 N/S	Honda line 3126			Associate not conduct insert pull method doing advance insertion during process in sub assy, might cause of wrong insert and TBO	NG	Informed junior staff regarding this matter and advised associate to follow SOP in sub assy process	SOP	Jechelle Pinca-PKMT 	N/S	Paula Castillo	Honda	Sir Jhe	for monitoring

PKIMT

OFFENSE: Non-Compliance on Insert-Pull Method

DATE: 9/28/2019

WRITTEN EXPLANATION:

ako po si Jechelle Pinca ay na Audit ng Compliance na nag-aadvance insertion dahil ako po ay sobrang delay dahil dalawa po ang sub PC na aking hawak.

Countermeasure:

Susunod na po ako sa Standard at hindi na po mauulit. Inaasahan ko po ang inyong pang-unawa.

Jechelle Pinca
Jechelle Pinca / 3126

Signature over Printed Name / Line