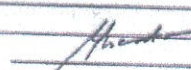


PKIMT

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  
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\_PK27195  
NAME : Evangelio, Dorotea Montalbo  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : November 13, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 2 days Suspension 12/3-4/2020 Date return 12/5/20 @ 8AM
Line/Shift	AWB/RRU 7107
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/10/2020 to name: Evangelio, Dorotea Montalbo

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 in Dimension - Pulling of Branch due to short Dimension

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\_PK27195


FURUKAWA - Production Operator

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

Suspension date moved to  
12/4-5/2020

Reason: Transferrer adjustment



Date return: 12/8/20 8AM

  
Jonathan Adny  
12-01-20

12-01-20

COMPLIANCE AUDIT REPORT  
(NS - Sherry O. Duarte)

10-Nov-20

Item #	Access / Area	Location	Actual Image	Findings / Items for Improvement	OK	Action Taken	Category	Operator	Person Informed	Incharge Car Model / Department	Person Incharged	Status/Remarks
11/12/20	Subaru line 7107			Associate caught pulling branch area of wire harness in dimension inspection process, not follow inspection sop might cause wire breaking	NG	Informed junior staff regarding this matter and advised member to follow inspection sop	SOP	Dorotea Evangelio - PKIMT 	Jhona Alday	Subaru	Sir Ihe	For Monitoring

PKIMT

OFFENSE: NOT. Following SOP

DATE: 11/12/20

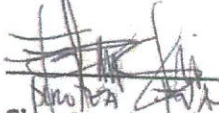
WRITTEN EXPLANATION:

Good Day:

Ako po si Dorotea Evangelio, Trainee na inspecting ng line 7107, na audit po ako dahil sa pag aayos ko ng Combine ng harness, 2 branch po kase yung kina combine ngayon po naitip po yung asa ilalim, di po ok yung Combine na kase po naka tupa yung asa ilalim na branch. Kaya inaayos ko po yung branch na keta tupa.

Countermeasure: Salamat po...

Next time naka encounter ng gantong sitwasyon, tatwagin ko po ang aking Jr. Staff para sa any gumawa. Salamat po.

  
Signature over Printed Name / Line