



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_PK19408
Lescano, Gemmalyn Cabiscuelas ✓ *Gemmalyn*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 3/1//2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd FOR 6 DAY SUSPENSION MARCH 12-23, 2019
Line	0713 - NS March 25 / 0713/15
Ir. Staff	
Staff	
ACKNOWLEDGE BY:	<i>Katherine O. Cabrera</i> KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 19-Feb-19 to name: Lescano, Gemmalyn Cabiscuelas

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:

Not following stop-call-wait when encounter defect

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:

Galeas
PKIMT Management

Conforme: *Gemmalyn*

17_PK19408

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_PK19408

Lescano, Gemmalyn Cabiscuelas ✓ *Lescano*

FROM : PKIMT Management

SUBJECT : Notice to explain

No.of Offense : 2nd offense

DATE : 28-Feb-19

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

19-Feb-19

to name: Lescano, Gemmalyn Cabiscuelas

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 stop-call-wait when encounter defect

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: *[Signature]*

17_PK19408

FURUKAWA - Production Operator

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

1	2	ID NO	NAME	DATE COMMITTED	O.V.#	Omission or com	DISCRIPTION	Penalty
8704		17_PK19408	Lescano, Gemmalyn Cabiscuelas	2/4/2019	48	Omission or com	Not Follow SOP in Lay - out process	Suspended March 4~8,20
8792		17_PK19408	Lescano, Gemmalyn Cabiscuelas	2/19/2019	48	Omission or com	Not following stop-call- wait when encounter defect	NTS

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: HALP-1A-1902-096

<u>A. J. Jorcal</u>	<u>E. Magadia</u>
Audited By:	Noted By:

Name: Gemmalyn Lescano
 Position: Associate
 ID Number: 17-PK19408
 Batch No.: 191
 Car Model/Line: XSE/XSB - G113

Process: Layout
 Group/Shift: B/Dayshift
 Date/Time: 02.19.2019
 No of Offence: 1
 Superior Name: Rona Vivar

Audit Findings: Not following STOP-CALL-WAIT

Details:

Defect: Cut wire (called the attention of her co-associate (SN 5) to insert the affected wire)
conn. XOS-16F

Product: 3G602-68R70 Lot: 59EY35 Serial: 00009
LIC, W/ CIVUS, OBS

WRITTEN EXPLANATION

Nako encounter po ako ng abnormalities sa connector na XOS-16F-A sa
wire na w1 447. dahil ayaw po mag insert ng ayos. Ang pagkakamali
ko po ay hindi po ang Jr. Staff at Expert ang natanaw ko at
ang ka pu or ko po associate.

Sa susunod po na maka encounter ako ay Stop, Call, Wait
tpos po confirm ko po sa Jr. Staff at Expert.

Remarks/ Evaluation:

Follow SOP. Call your superior or Jr. Staff if encountered difficulty.

Please Issue I.R

<u>Milano</u> Signature of Employee Date: <u>02/19/2019</u>	<u>C. Obes</u> Jr Staff Date: <u>2/20/19</u>	<u>Ryke</u> Staff Date: _____	<u>P. Santos</u> Supervisor Date: <u>2-20-19</u>	<u>R. Mariano</u> Manager Date: <u>3/20/19</u>
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