



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_PK34662
NAME : Magada, Anne Sherryl Cuzon *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : September 27, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 DAY SUSPENSION OCT. 16, 2020
Line/Shift	42R PUZUKI <i>[Signature]</i>
ACKNOWLEDGE	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 5/21/2020 to name: Magada, Anne Sherryl Cuzon

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 - Associate set multiple wire on heatshrink machine

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]*
19_PK34662

FURUKAWA - Production Operator

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

1358



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_PK34662

NAME : Magada, Anne Sherryl Cuzon

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 26-Sep-20

This refers to the alleged offense(s) you have committed at 21-May-20 to name: Magada, Anne Sherryl Cuzon

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

19_PK34662

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PCIMT

Control No: FAIP-1A-2005-1091

<u>E. A. Manjarez</u> Audited By:	<u>K. Hernandez/ J. Reyes</u> Checked by:	<u>F. G. Magadia</u> Noted By:
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Name: Magada Anne Sherryll
Position: Associate
ID Number: 19065
Batch No.: 271
Car Model/Line: Suzuki 42R / Initial

Process: Heatshrink
Group/Shift: DS-A
Date/ Time: May 21, 2020 / 8:10
No. of Offense: 1st
Superior Name: L. Castro

Non-compliance Reference/Document Control Number:

FAIP-1A-ENL-19065

Heatshrinking Process

Details of Audit Findings:

Not following SOP
Associate set multiple wire on heatshrink machine

WRITTEN EXPLANATION

Ito po si Magada Anne Sherryll ay na-audit ng I-Alert noong (June 27, 2020) May 21, 2020 dahil po hindi ako sumunod sa standard na 19, dinalawa ko po ito para mabilis po agad matapos sa paghe-heatshrink at isusunod ko po ang weld tape saha. Nakita po ni Madam Ruth na dinalawa ko po Jung kalandating kanban at pinagkabit po ako.

REMARKS/ EVALUATION

☒ i-Alert written only

☐ Agency/FALP Written Only (based on handbook)

☒ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>19-06346102</u> Employee Date: <u>20/06/20</u>	<u>K. Manjarez</u> Jr Staff Date: <u>06-20-20</u>	<u>R. Capistrano Jr</u> Staff Date: <u>07-03-20</u>	<u>J. Inday</u> Supervisor Date: <u>7-3-2020</u>	<u>A. Catala</u> Manager Date: <u>8-11-20</u>
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