



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\_PK19595  
NAME : Sarol, Neciel Bermejo  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : January 25, 2020

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT			
No. Offense:	1st		
1 day suspension			
2/5/2020 2/8/2020 more to 2/12/2020			
Line/Shift	SSM 10		
ACKNOWLEDGE BY:		[Signature]	
MANAGER		Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/18/2019 to name: Sarol, Neciel Bermejo

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 Process**

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:

17\_PK19595

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\_PK19595  
NAME : Sarol, Neciel Bermejo  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 25-Jan-20

This refers to the alleged offense(s) you have committed at 18-Oct-19 to name: Sarol, Neciel Bermejo

Violation Offense | 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 Process**

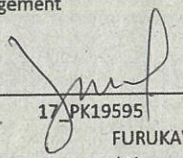
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This is for your guidance and strict compliance.

NOTED BY:

  
PKIMT Management

Conforme:

  
17\_PK19595

FURUKAWA - Production Operator

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



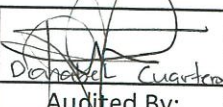
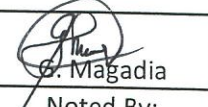
# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-1910-1254

☒ AGENCY

Please Specify: PKMT

 Audited By:	 Noted By:
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Name: Sarolh Neciel  
Position: Associate  
ID Number: 17PK19595  
Batch No.: 192  
Car Model/Line: Suzuki YDI 5124

Process: Dimension Process  
Group/Shift: NS/B  
Date/ Time: Oct-18, 2019/11:00pm  
No. of Offense: 1st offense  
Superior Name: M. Urbano

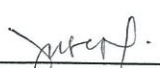


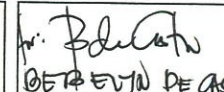
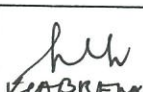
Audit Findings: Un-authorized repair / Hidden repair  
Details: Remove and attach clamp on Dimension table due to long dimension.

## WRITTEN EXPLANATION

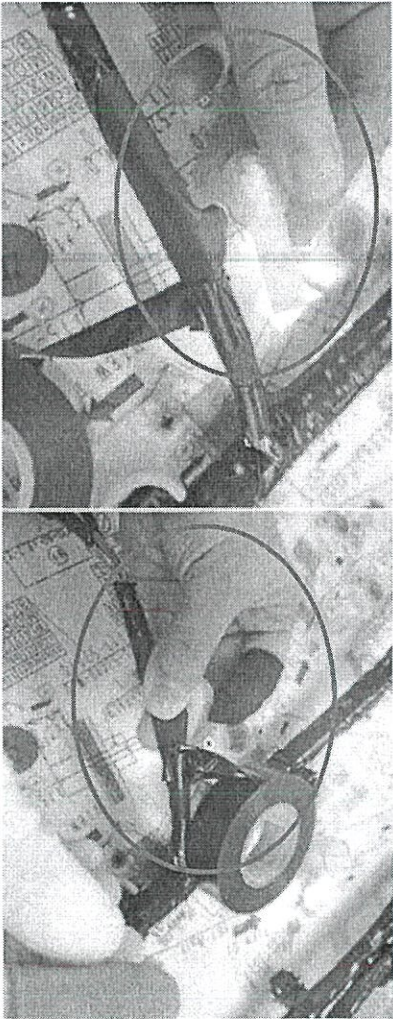
AKO PO SI NIEEL B. SAROL NG SUZUKI YDI FLOOR LINE 5124, OCT 18, 2019 LAMIPAS ALAS  
ONCE NG GABI AY NAHULI NG I ALERT NA NAGTATAPPE. ANG TOTOD PO KASI NOON MAHI PO ANG  
SUKAT KAYA PO NABLAKAS DOOB PO AKO NAI AYUKIN ANG CLAMP UPANG ITAMA PO ANG SUKAT.  
AT NG ITD PO AY AKING NILALABYAN NA AY MAY BIBLA NA PONG LUMAPIT SAKIT MGA I ALERT AT  
AKO PO AY NAHULI NILA SA AKO NA NAGTATAPPE NA PO NG CLAMP. HINDI KO NA PO NAGAWANG TUMAWAG  
NG STAFF OR JR STAFF SA KAEULTIHAN KO PONG MAILAPIT YUNG HARNES KASI PO WALA NADIN PO  
PONG MAILAPIT. ANG KISUNDO NA PROCESS PO NAMEN. DPO NAMEN KO PONG MAILAPIT SA BATHS  
ANG AKING GINAWA KAYA PO MAIWAAG KO PO ITUNG TINATATAPPE NG BUONG PISO NG WALA KAHIT  
SINO ANG SINIGISI KUNG ANG AKING SAKIT. SIGURO PO HINDI KO NADIN PO NAGAWANG TUMAWAG  
SA STAFF OR JR STAFF NG MGA ORAS NA YUN KASI PO ANG TOTOD PO NOON HINDI NA PO  
SILA MANGA ANTINDIHAN SA LIKOD NAMIN SA KAKULANGAN PO NG SAKIT NA TID, KAYA PO KAHIT  
NAMEN KONIG HINDI DAPAT NILAKIHAN KO PO ANG DOOB KONA AYUKIN ANG HARNES. MULI PO INIATININ  
KO PO ANG NAGAWAG KONIG MAHI AT PABLABAG SA SOP NG FURUKAWA. AKO PO AY ULOK NA  
HUMILI HINGI NG KAPATAWARAN SA KUNG ANUMAN PO ANG NAGAWA KO.  
11/24/19 -

## Remarks/ Evaluation:

Issue penalty based from FMP Memo. 11/24/19 - conduct consulting  
to employee and advised  
implement sob. gabsclan

 Signature of Employee Date: <u>11/27/19</u>	 Jr Staff Date: <u>11/27/19</u>	 M. URBANO Staff Date: <u>11-27-19</u>	 Supervisor Date: <u>11/27/19</u>	 Manager Date: <u>12/6/19</u>
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## i\_Alert Audit Report

Car Model / Line No.		Suzuki Line 5124		Picture	Action Taken
Date / Time	Name / ID No.	October 18, 2019/11:20	Sarol Neciel/17PK9595		
Shift / Group	NS/B				
Batch No.	192				
Process	Dimension Process				
FAS or Agency: specify	PKIMT				
Person Informed	M Urbano				
Audited by:	D. Cuartero				
Details					
Un-authorized repair/Hidden repair Dimension Inspector removed clamp due to Long dimension in Dimension Process. > Using tessa tape to cover finger.					