



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_PK10031

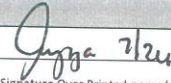
Dilao, Laica 0

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 21-Jul-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 10day suspension
	July 31, 2019
Line	MARON 1008 - A
Jr. Staff	DIANE ROSE RONGUILLAN
Staff	MANUEL ANTONIO
ACKNOWLEDGE BY:	
MANAGER	 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 25-Jun-19 to name: Dilao, Laica 0

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:

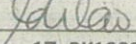
Not Following SOP - Lacking wires no red tag attached

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_PK10031

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK10031

Dilao, Laica 0 *Dilao*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : *2nd*
1st offense

DATE : 20-Jul-19

This refers to the alleged offense(s) you have committed at 25-Jun-19 to name: Dilao, Laica 0

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:

Not Following SOP - Lacking wires no red tag attached

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_PK10031

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-IA-1000-348

☒ AGENCY

Please Specify: PRINT

<i>G. Magadia</i> G. Magadia	<i>G. Magadia</i> G. Magadia
Audited By:	Noted By:

Name: Dilao, Laica
Position: Associate
ID Number: 17PK10031
Batch No.: 143
Car Model/Line: Mazda Merge/1008

Process: Sub-assy Process
Group/Shift: PS/A
Date/ Time: 06-25-19 / 09:50 am
No. of Offense: 1st Offense
Superior Name: M. Antijada

Audit Findings: Not following SOP

Details: Lacking wire's no red-tag attached.

WRITTEN EXPLANATION

Ako po si Laica Dilao ng Mazda line 1008 na nagkar-
audit ng lacking wires na red tag attached. Yun po eh wip sa atin
ng kabilang shift- ang pagkatamali ko naman po ay hindi ko agad
nakayan ng red tag gaya po ng gumawet po agad ako ng
ibang product ay kailangan na din po ang product na iyon. Dakuwa
po kasi ang dinagawa kang product nagkaila po po iyon na assy
kaya po hindi ko na maintindi ang lacking wires na iyon.

Remarks/ Evaluation

Please / save Penalty.

<i>Jelias</i> Signature of Employee Date: <u>07/07/19</u>	<i>D.R. Ronsilla</i> Jr Staff Date: <u>07/07/19</u>	<i>M. Antijada</i> Staff Date: <u>07/03/19</u>	<i>G. Magadia</i> Supervisor Date: <u>07/03/19</u>	<i>J. Vergara</i> Manager Date: <u>7/04</u>
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