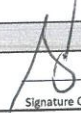




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 20_PK41147
NAME : De Villa, Mariane Marasigan
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 15, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd - 2 days suspension 11/5-6/2020
Line/Shift	Honda 3125
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/28/2020 to name: De Villa, Mariane Marasigan

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

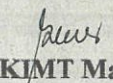
Description:

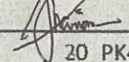
Not Following wire bending frequency

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: 
20_PK41147

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A-2008-2154

<u>M. MENDOZA</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: De Villa Mariane
 Position: Associate
 ID Number: 20PR41147
 Batch No.: 318
 Car Model/Line: Honda TRX 3125

Process: Sub Assy
 Group/Shift: MS-B
 Date/ Time: AUG 28, 2020 / 2:30
 No. of Offense: 1ST OFFENSE
 Superior Name: P. Castro

Non-compliance Reference/Document
 Control Number:

FALP-WI-PRD-SA-043

Details of Audit Findings:

Not following wire bending frequency for 0.13 wire.
Sub assy associate ex push/bend the wire during insertion. Caus 0.13. 61

WRITTEN EXPLANATION

Nahirapan po ako ng mag insert kaya po nagtry vlet ako eh insert nagmamadali po
kase ako kase delay na po ako

sa susunod po isang boxes ko nalang e eh insert kapag 0.13 para
po dina mabundat or magka problema sa wire

REMARKS/ EVALUATION

☐ i-Alert written only

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

<u>Mariane</u>	<u>JA</u>	<u>Luzna Figueroa</u>	<u>2020</u>	<u>2020</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>09-09-20</u>	Date: <u>9/9</u>	Date: <u>9/17</u>	Date: <u>9/19/20</u>	Date: <u>9/19/20</u>