



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_PK42751
NAME : Francisco, Christine Mae Carpela
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : November 10, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	May Suspension
	11/24/20
Line/Shift	PPET T00 / 1B
WLEDGE BY:	
SER	LIA P. ESCALONA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/28/2020 to name: Francisco, Christine Mae Carpela

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 - Not proper sequence on Dimension inspection

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

Confirms:
20_PK42751

MURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No. FALP-1A-2009-3851

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

Name: Christine Mae Fracisco

Position: Associate

ID Number: 20PK42151

Batch No.: 326

Car Model/Line: Honda TKRA / 3128

Process: Dimension Inspection

Group/Shift: DS/R

Date/ Time: September 28 2020 / 11:40

No. of Offense: 1st offense

Superior Name: A. Pardo

Non-compliance Reference/Document
Control Number:

Falp-WI-PAD-1P-044

Details of Audit Findings:

Not following proper sequence on Dimension Inspection process

WRITTEN EXPLANATION

Kaya hindi ko po nasunod yung sequences dahil nung nag OJT ako yun na po yung nakita ko na ginagawa ng pinag OJT na ko kase po yun po yung turo sakaniya nung kabilang shift nung pinag-aaralan palang ^{nya} yung harness.

Hindi ko na po ulitin, sununod na po ako sa proper sequences.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

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

<u>G. Arizawa</u>	<u>[Signature]</u>	<u>XI. D. Torres</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Staff	Staff	Supervisor	Manager
Date: <u>10/02</u>	Date: <u>10/02</u>	Date: <u>10/3/20</u>	Date: <u>10/30/20</u>	Date: <u>10/30/20</u>