



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_PK35179
NAME : Pantua, Shaina Sapinoso *shainap*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : February 13, 2020

| PKIMT | ACKNOWLEDGEMENT FORM |
|--|----------------------|
| COMMENTS/ ASSESMENT | |
| No. Offense: | 1st |
| 10th SUSPENSION | |
| Feb 26, 2020 | |
| <i>Shaina Sapinoso</i> Initial <i>SS</i> | |
| <i>J. R. C. S.</i> 2/16/2020 | |
| Signature Over Printed name/ Date | |

This refers to the alleged offense(s) you have committed at 11/12/2020 to name: Pantua, Shaina Sapinoso

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 using white tag when encountered defect corewire drawnout

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:

Shaina Sapinoso
PKIMT Management

Conforme: /

Shaina Sapinoso
19_PK35179

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 : 19_PK35179

NAME : Pantua, Shaina Sapinoso *Shaina*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 29-Jan-20

This refers to the alleged offense(s) you have committed at

12-Nov-20

to name: Pantua, Shaina Sapinoso

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 :

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This is for your guidance and strict compliance.

NOTED BY:

[Signature] 1/29/20
PKIMT Management

Conforme: *[Signature]*
19_PK35179

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-1911-3643

☒ AGENCY

Please Specify: PRINT

| | |
|----------------------|-------------------|
| <u>R.A. Manjariz</u> | <u>G. Magadia</u> |
| Audited By: | Noted By: |

Name: Pantua, Rhaina
 Position: Associate
 ID Number: 19-PK01579
 Batch No.: 370 273
 Car Model/Line: SUZUKI

Process: auto crimping
 Group/Shift: N/O
 Date/ Time: 11-12-19 / 9:34 pm
 No. of Offense: 1st offense
 Superior Name: Alvarez, Rowena

Audit Findings: NOT Following S.O.P

Details: Not using of white tag when encountered defect wire drawnout.

WRITTEN EXPLANATION

Ako po si Rhaina Pantua ay na-audit sa kadahilanan ng hindi po ako gumamit ng white tag sa nagulat ng white tag nang ako po ay nakakita ng "No. 6000" chikahari na "core wire drawnout". Ito po ay dahil bina pong nakalimutang gumamit ng white tag. Siya po ngayon ay gagamit na po ako ng white tag tawag may nakikita akong "NE" chikahari.

Remarks/ Evaluation:

Issue Penalty based from FAP Handbook.

Rhaina Pantua
 Signature of Employee
 Date: 11/27/19

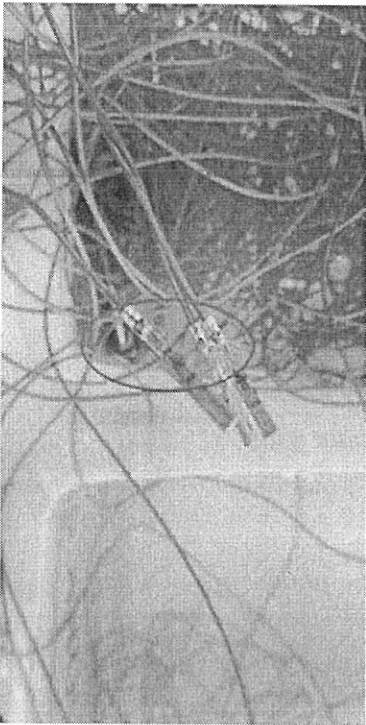
Rowena Alvarez
 Jr Staff
 Date: _____

R.A. Manjariz
 Staff
 Date: 11-27-19

V. Indicio
 Supervisor
 Date: 11-27-2019

Rhaina Pantua
 Manager
 Date: 12/9/19

Done Counseling 11/27/19 jps

| | | | |
|---|---------------------------|---|--|
| Date & Time | November 12, 2019/09:33pm | | |
| Shift & Group | NS/B | | |
| Car Maker/ Model | Suzuki Initial | | |
| Line No. | TRD 180 | | |
| Name | Pantua, Shaina | | |
| ID No. | 19PK31579 | | |
| Batch No. | 270 | | |
| Process | Auto Crimping | | |
| FAS or Agency: specify | PKIMT | | |
| Person Informed | Rowena Alvarez | | |
| Audited by | R.A. Manjares | | |
| Reason/Risk: | | | |
| Audit Details | | | |
| <p>Not following SOP</p> <p>Not using white tag when encountered core wire drawn out.</p> | | | |
| | | Illustration | |
| | |  | |
| | | Action Taken | |