



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 : 18\_PK28769  
Viaña, Melissa Bautista *MB*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 10, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 10day suspension <del>Oct 21 2019</del> Nov. 23
Line	DATA ENTRY 2104
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/23/2019 to name: Viaña, Melissa Bautista

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 5**

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 - Did not Follow Sequence on using tape during Option 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:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*

18\_PK28769

FURUKAWA - Production Operator

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

key person @ option.  
kindly change to Nov. 23  
for the suspension date..  
fax





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 : 18\_PK28769

Viaña, Melissa Bautista 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 9-Oct-19

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

23-Sep-19

to name: Viaña, Melissa Bautista

**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:


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This is for your guidance and strict compliance.

NOTED BY:

  
**PKIMT Management**

Conforme: 

18\_PK28769

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-11-1909-1404

☒ AGENCY

Please Specify: PRINT

<u>J. JENSEN</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: VIANA, MELISA  
Position: ASSOCIATE  
ID Number: 19PK29769  
Batch No.: 244  
Car Model/Line: DAIHATSU / 2104

Process: OPTION TAPING  
Group/Shift: DS / B  
Date/ Time: SEPTEMBER 23, 2019 13:40  
No. of Offense: 19 OFFENSE  
Superior Name: PEREZ, DENA

Audit Findings: NOT FOLLOWING SOP

Details:

DID NOT FOLLOW SEQUENCE ON USING TAPE DURING OPTION PROCESS

## WRITTEN EXPLANATION

Ako po si Melisa Viana na-audit sa hindi ko po pag-unod sa paggamit ng sequence. Ginagamit ko naman po yon palagi nagkitaon lang po nung oras na yon ay tambak na tambak po kami kailangan ko po humapit kaya nagpatuloy na lamang po ako sa pag-ti-tape at di na po nakagamit ng standard. Nung oras din pong yon naburaan din po kami ng buffer na white tape at bagong kuha lang po ng ating partner kayra po makalimutan kong lagyan ginamit ko po muna yong hawak ko tape. Nangangako po ako na palagi na po atong gagamit ng standard sa pagti-tape.

## Remarks/ Evaluation:

Member should not be given any form of disciplinary action regarding on this audit why?

- Issue Penalty

<u>Mtr</u> Signature of Employee Date: <u>10-02-19</u>	<u>[Signature]</u> Jr Staff Date: <u>10-02-19</u>	<u>[Signature]</u> Staff Date: <u>10-02-19</u>	<u>[Signature]</u> Supervisor Date: <u>10-02-19</u>	<u>[Signature]</u> Manager Date: <u>10-02-19</u>
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