



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_PK27432
Reyes, Dyra Suanke / *dsf*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 10/4/2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd - 10day suspension Oct. 22, 2019
Line	FURUKAWA 7405 / A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 10-14 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/2/2019 to name: Reyes, Dyra Suanke

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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 use clamp jig during cutting of bandtail on assy 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_PK27432

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1909-1069

☐ AGENCY

Please Specify: PRIMI

<u>D. Hienbern</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Reyes, Dura
Position: Associate
ID Number: PM 23432
Batch No.: 234
Car Model/Line: Subaru / 7105

Process: Assembly
Group/Shift: NC 1A
Date/ Time: Sept 9, 2019 12:48
No. of Offense: 2nd
Superior Name: M. Montano

Audit Findings: Not following SOP

Details:

Did not used clamp jig during cutting of bandtail on assy process.

WRITTEN EXPLANATION

Di ko po ginagamit ang jig na-lun kase po Simula na mawalan kami ng cutter kase po NG ling Band cut namin kapa ng tray po ako na Nag gumamit ng jig alalay na lang po na akong kamay po na Good po ang sukat ng Band cut nakuha namin yung sukat na hinhiyang nito.

Pareng na po kanya, chi na po ako nakit

Remarks/ Evaluation:

1 day suspension
Sh

<u>[Signature]</u> Signature of Employee Date: <u>09-10-19</u>	<u>[Signature]</u> Jr Staff Date: <u>9-11-19</u>	<u>[Signature]</u> Staff Date: <u>9-13-19</u>	<u>[Signature]</u> Supervisor Date: <u>9-19-19</u>	<u>[Signature]</u> Manager Date: <u>9/20</u>
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