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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\_PK24383  
NAME : Perez, Lenie Pasia *2008*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : July 22, 2020

PKIMT		ACKNOWLEDGEMENT FORM	
		COMMENTS/ ASSESMENT	
No. Offense:	157	1 day Suspension Aug. 12, 2020 <i>2008</i>	
Line/Shift	55711	<i>[Signature]</i>	
ACKNOWLEDGE BY:		KATHERINE O. CABRERA	
<input checked="" type="checkbox"/> MANAGER	Signature Over Printed name/ Date		

This refers to the alleged offense(s) you have committed at 06/25/2020 to name: Perez, Lenie Pasia

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 (Unauthorized repair)**

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\_PK24383

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 : 18\_PK24383

NAME : Perez, Lenie Pasia / *LP*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 22-Jul-20

This refers to the alleged offense(s) you have committed at 25-Jun-20 to name: Perez, Lenie Pasia

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

*[Signature]*

PKIMT Management

Conforme:

*[Signature]*  
18\_PK24383

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: 1 KMP

Control No: FALP-1A-2006-1243
ds 7/w

for <u>I. Calataña</u>	<u>Schmader</u> K. Hernandez/J. Reyes	<u>mp</u> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Perez Leticia

Process: Appearance Process

Position: Associate

Group/Shift: NS/B

ID Number: R-PK24383

Date/ Time: June 25, 2020 / 10:30

Non-compliance Reference/Document Control Number:

Batch No.: 219

No. of Offense: 1st offense
HEBA-2018-0414

Car Model/Line: Suzuki/5111

Superior Name: A. Agustin/M. Contreras
Penalty for major non-compliance

**Details of Audit Findings:** Un-authorized/hidden repair Appearance Inspector conduct patches of STU due to encountered damaged STU during inspection process.

## WRITTEN EXPLANATION

I, Leticia Perez was caught doing unauthorized repair even I know that I am not allowed to do it, ~~due to~~ because our hanger has refs of harness to be inspected and what I was thinking is we can save time if I will be the one to do it since our Jr. Staff was at the meeting that time although I know it is not the standard way. From now on I promised to follow SOP and never do any unauthorized thing on our process.

## REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

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

<u>[Signature]</u> Employee Date: <u>7-01-20</u>	<u>[Signature]</u> Jr Staff Date: <u>6-30-20</u>	<u>[Signature]</u> Staff Date: <u>6-30-20</u>	<u>[Signature]</u> Supervisor Date: <u>7/1/2020</u>	<u>[Signature]</u> Manager Date: <u>7/2/2020</u>
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