



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 17\_PK15148**

TO : 17\_PK15148

Beltran, Maria Teresa De Leon *main part*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st Offense

DATE : 18-Jul-18

ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st 1-DAY SUSPENSION 1 day suspension July 27
Line	ST117 - ST117 B
Jr. Staff	
Staff	return 7/28-05 / 11/16/18
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 7-16
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 13-Feb-18 to name: Beltran, Maria Teresa De Leon

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:

#### Non-Compliance Insert-Pull Method

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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]*  
17\_PK15148

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 : 17\_PK15148

Beltran, Maria Teresa De Leon — *Maria Beltran*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 13-Jul-18

This refers to the alleged offense(s) you have committed at 13-Feb-18 to name: Beltran, Maria Teresa De Leon

**Violation Offense No. V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 10**

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Description:

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This is for your guidance and strict compliance.

NOTED BY:

*July 13*  
**PKIMT Management**

Conforme: *Maria Beltran*

17\_PK15148

FURUKAWA - Production Operator

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

FAS

Control No: 547-2-18

PKIMT

Name: BELTRAN JESSA  
Position: ASSOCIATE  
ID Number: PIC1 15148  
Car Model: SUZUKI YD1  
Line: 317

Process: SUB ASSY  
Group/Shift: B / NS  
Date/ Time: 2-13-18 2:15 AM  
No of Offence: 1ST  
Superior Name: JANEI MATTHEW

Audit Findings: NON - COMPLIANCE ON INSERT PULL METHOD

### Details:

CONDUCT ADVANCE INSERTION & MASS PULLING ON CONN. JSG-TP 22F-GR  
14 drop wire.

### WRITTEN EXPLANATION

Ako po si Beltran, Ma. Terera ng J117 YDI Inpanel, ay humihingi ng paumanhin sa ginawa kong kamalian. Panserya na po kung ako ay nag-Advance Insertion & Mass pulling, nagawa ko lang po ngon sa kadahilanan pong gusto ko na mapuro ang hanger ko, dahil cr ng cr na po talaga ako. Wala po kare akong nakitang papalit sa portion ko, dahil ang mga leader po naman ay nakaportion at maraming ginagawang importante, kare po maraming liban ramen nung araw naun. Tatlo po ang nag-lalay-out ng rub ko kaya kelangan ko pong damihan ng buffer bago ako umalis kaya ko po ako nakapag-advance. Ipagpaumanhin po ninyo. Ipinapanga ko ko po na hinding hindi na mauulit ang pangyayaring iyon, sana po ay maunawaan nyo. Salamat po at patawad po talaga, Pinga-ricrihan ko po ang pagkakamaling ulhawa ko.

**Remarks/ Evaluation:**


Please Issue I.R

Signature of Employee: Mohib Ullah  
Date: 02/15/18

Jr Staff  
Date: 2/16/18

James Thompson  
Staff  
Date: 02/16/18

Supervisor  
Date: 2-16-18

  
 K. A. BROWN  
 Manager  
 Date: 6/22/11