

PKIMT

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_PK34111
NAME : Manalo, Felecidad Tolentino
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : October 27, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd - 3 days suspension
	11/12, 13, 14/2020
	date return : 11/16/20 @ 7am
Line/Shift	(Purkey 40) initial
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/17/2020 to name: Manalo, Felecidad Tolentino

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:

Daily Checksheet not properly filled up

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:

PKIMT Management

Conforms:

19_PK34111

FURUKAWA - Production Operator

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



FURUKAWA AUTOMOTIVE SYSTEMS,
LIMA PHILIPPINES, INC.

Suzuki YDI INITIAL

WRITTEN EXPLANATION

NAME: MANALO, FELECIDAD T.

DATE: 09/17/2026

EMPLOYEE NO: 19-PR34111

LINE

☐ FAS
☒ PKIMT

☐ MAXIM
☐ ADD-EVEN

VIOLATION: HINDI NAGSUSULAT SA DAILY CHECK SHEET.

AKO PO SI FELECIDAD T. MANALO NG SUZUKI YDI
AY NA-AUDIT DAHIL SA HINDI NAGSUSULAT NG
DAILY CHECK SHEET. HINDI PO AKO NAKAKAPAGSULAT KASE
DOWNTIME PO SARIN LALO NA KUNG KADA KANBAN ANG
SUSULATIN KASI PO NAAGAD PO AKO SA STRIP NG
MGA MANUAL.

COUNTER MEASURE

MAGSUSULAT NA PO AKO PALAGI PARA DI
NA PO AKO MA-AUDIT.

ASSOCIATE

STAFF

ASST.MANAGER

JR STAFF

SUPERVISOR

SEC. MANAGER

September 22, 2020

TO: PKIMT

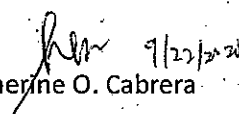
To whom it may concern,

Good day!

Please see attached result of internal audit by Staff and above of PD4, please review and issue Notice to Explain or Disciplinary Action since they violated our Company rules and regulation.

Any concern, please inform me.

Thanks and Best Regards,

 9/22/20
Katherine O. Cabrera

PD4-Section Manager