



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_PK21193
Basa, Lady Angela Mercado *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : September 4, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	2nd
3 days suspension Sept 11-13, 2019	
Returned 9/14 -	
Line	57 III to 570 2
ACKNOWLEDGE BY:	<i>[Signature]</i> 9/4/19
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 08/15/2019 to name: Basa, Lady Angela Mercado

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(Conduct half insertion during process)

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]*
18_PK21193

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1908-840

☒ AGENCY

Please Specify: PKLKT

<u>Guest</u> <u>L. De Castro</u>	<u>Magadia</u>
Audited By:	Noted By:

Name: Basa Lady Angela
Position: Associate
ID Number: 18-PK21193
Batch No.: 801
Car Model/Line: Subaru GO7 / L7111

Process: Sub Assy
Group/Shift: NS-12
Date/Time: Aug. 15, 2019 / 07:15 AM
No. of Offense: 1st offense
Superior Name: I. Gonzales

Audit Findings: Non-compliance on Insert Pull Method
Details: Conduct Half Insertion during process
* Support from Suzuki LS102

WRITTEN EXPLANATION

Ako po si Lady Angela Basa ng YV7 Main na nakitaon ng I-alert na nag-half insertion sa connector. Ipagpaumanhin nyo po ang aking pagkaka-andit sa pagkat dalawa po kasi kami sa isang SUB PC at habang iniintay ko po ang pag-insert ng ka-partner ko ay naka-handa na ako sa isusund na insertion sa connector, ngunit hindi pa naman po ito totally naka insert kaya kung mali man po ang line o cavity ng dapat pag-aatapan ng wire ay kaya pang palitan para sa tamang insertion dahil tumitingin naman po ako sa SUB PC bago mag-insert. Sana po ay maunawaan nyo ang aking nagawa at hindi na po ito mauulit pang muli.

Dahil sa hindi ko po pagsunod sa S-OP ay maaari po itong magkaroon ng crosswire at kung makalampas sa inspection ay maaari rin itong magkaroon ng customer claim. Maaari rin po itong makapagpeto sa aking trabaho dahil pwede akong masuspende o mateminate dahil sa hindi ko pagsunod sa Standard Operation Procedure

Remarks/Evaluation:

Issue Penalty

[Signature]
Signature of Employee
Date: 08-20-19

[Signature]
Jr Staff
Date: 08-21-19

[Signature]
C. Gonzales
Staff
Date: 8-21-19

[Signature]
P. Parina
Supervisor
Date: 8-22-19

[Signature]
Manager
Date: 8/22/19

Jr 9/19