



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_PK36217
NAME : Peñera, Carmela Mapa
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : September 29, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 1 DAY SUSPENSION
	OCT-6, 2020
Line/Shift	FURUKAWA / INITIAL
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7/17/2020 to name: Peñera, Carmela Mapa

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 - Associate remove the pointmark on terminal using white board marker to wrong markings

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

Conforme: _____

19_PK36217

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK36217
NAME : Peñera, Carmela Mapa
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 28-Sep-20

This refers to the alleged offense(s) you have committed at 17-Jul-20 to name: Peñera, Carmela Mapa

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

19_PK36217

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRMT

Control No: FAIP-1A-2007-1453

<u>fjmy</u> <u>R.A. Manojarez</u>	<u>K. Hernandez</u> <u>K. Hernandez</u>	<u>J. Reyes</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Peñera Carmela
Position: Associate
ID Number: 19-PR36217
Batch No.: 279
Car Model/Line: Suzuki Y2R Initial

Process: Shikatori Handler
Group/Shift: DS-B
Date/ Time: July 17, 2007 10:15
No. of Offense: First Offense
Superior Name: L. Castro

Non-compliance Reference/Document

Control Number:

FAIP-WI-ENG-PM-011

Details of Audit Findings: Not Following SOP - Associate remove the pointmark on terminal using whiteboard marker due to wrong markings.

WRITTEN EXPLANATION

I was to set the wire to sub Pc when I saw it has a point mark that should have not so I decided to remove it cause there's no person in the point marking area so I did it on wrong. I not following the SOP. I will never do that again.

Sorry Po!

REMARKS/ EVALUATION

☐ i-Alert written only

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

☐ Agency/FALP Written Only(based on handbook)

<u>L. Castro</u> Employee	<u>L. Castro</u> Jr Staff	<u>Chavez</u> Staff	<u>L. Castro</u> Supervisor	<u>K. Hernandez</u> Manager
Date: <u>7-21-20</u>	Date: <u>7-21-20</u>	Date: <u>7-21-20</u>	Date: <u>7-21-20</u>	Date: <u>7-25-20</u>