



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_PK21551
Marcellana, Ivy Shirley Mendoza *Rmnuu*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 17-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st Suspended Jan. 11, 2019 D/S pagtatalik sa 01/12
Line	Shirley: 5120
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<i>[Signature]</i> / 12-17
Signature Overprinted name/ Date	

This refers to the alleged offense(s) you have committed at 1-Dec-18 to name: Marcellana, Ivy Shirley Mendoza

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- Stop, call and Wait rule

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_PK21551

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_PK21551
Marcellana, Ivy Shirley Mendoza *Marcella*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 14-Dec-18

This refers to the alleged offense(s) you have committed at 1-Dec-18 to name: Marcellana, Ivy Shirley Mendoza

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- Stop, call and Wait rule

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:

Sheloveri
PKIMT Management

Conforme: *Samy*

18_PK21551

FURUKAWA - Production Operator

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

To whom it may concern,

Please issue disciplinary action to the employees who violated
STOP, CALL & WAIT Rule at line 5120
Violations were evident in the CCTV footage reviewed by management.
Attached herewith are their written explanations

For your consideration

We will be waiting for your action

God Bless

Thank you!

H. Manzano (Asst. Manager - PDI)
Prepared by

K. Cabrera (Section Manager - PDI)
Noted by

WRITTEN EXPLANATION

Name: Marcellana Ivy Shirley M. (PKIMT)
Line: 5120
Defect: IRCS switch off / IRCS Error, Re-bar coding of harness

Dec. 01, 2018 Saturday morning naghabang po ang IRCS ng appearance ni restart ko po kase hindi po marunong yung appearance tapos sabay-sabay na po nag-error ang IRCS ng inspection kaya yung iyang harness po na nakacalang sa ECT e kahit nagpare na e hindi ko po na open sa jig kasi po nakalock pa din. Pinatay ko po ang IRCS ko at ng masubay po e binar code ko po let ng panibago kase po inabot na nga po ng IRCS error sa ECT.

AIDA CIENCA

JR. STAFF

JANE TOPACIO

SUPERVISOR

[Signature]
Signature of Employee

SUSAN JAVAN

STAFF



DATE: 12/15/18


OFFENSE: NOT FOLLOWING STOP, CALL or WAIT

WRITTEN EXPLANATION:

Dec. 01, 2018, Saturday morning naglinhang po ang IRCC ng appearance, ni restart kopo kase hindi po marunong yung appearance tapos sabay-sabay na po mag-error ang IRCC ng inspection kaya yung isang harness po na nakasalang sa ECU e kahit magpasa na e hindi ko po na open sa jig ngi po nakalok po din. Pinatay ko po ang IRCC ko at ng mabuhay po e binarcode kopo let ng panibago kase po inabot na nga po ng IRCC Error sa ECU.

COUNTERMEASURE:

*Kapag po may warrcounter na NG inform aged sa JR. Staff (stop, call, wait)
*Kapag nagkaroon ng trouble shooting ng IRCC e hindi na po kaming inspector ang magpapatay at magbukuhay ng IRCC. Si JR. Staff na lang po ang pig-susinamin or inform muna.


MARCELLANA IVY STAIKUB

Signature over Printed Name

SUZUKI / S120

Car Model / Line