



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\_PK33688  
NAME : Sol, Maurene Burgos  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : November 5, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day 11/28/2021
Line	57106 - 11 f H2008 enough
ACKNOWLEDGE BY: J. Garbillo	
MANAGER	S: / or Printed name/ Date

This refers to the alleged offense(s) you have committed at 09/29/2019 to name: Sol, Maurene Burgos

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 - Advance insertion**

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\_PK33688

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 : 19\_PK33688

NAME : Sol, Maurene Burgos

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 5-Nov-19

This refers to the alleged offense(s) you have committed at 29-Sep-19 to name: Sol, Maurene Burgos

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

  
PKIMT Management

Conforme:   
19\_PK33688

FURUKAWA - Production Operator

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

Support

## I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1560

☒ AGENCY

Please Specify: PKMT

<u>Winters</u> J. Vintora	<u>Magadia</u> G. Magadia
Audited By:	Noted By:

Name: Sol, Maurene  
Position: Associate  
ID Number: 19PK33688  
Batch No.: 268  
Car Model/Line: Subaru GC7/7107a

Process: Sub Assy Process  
Group/Shift: NS/A  
Date/ Time: Sept. 29, 2019/02:55am  
No. of Offense: 1st offense  
Superior Name: J. Sarte

Audit Findings: Non-compliance on Insert - Pull method

Details:

Conduct advanced insertion on connector TSNY-LIF-30F wire color: P/L Vi/  
Remarks: Support operator from Honda 310B.

\* Did not conduct pulling after advance insertion of wire

### WRITTEN EXPLANATION

Ang nangyari po kasi nung oras na nakita ako ng i-alert na nag advance insertion. Yun po kasing naunang wire na insert ko ay napull ko naman ang iig ang kasi po, dahil hindi ako agad tumingin sa sub PC at sa halip ay dinampos ko kagad ang sunod na wire na insert ko hindi ko po nakita na hindi ko pa pala nalimot pull ng ayas ang iig na nangyari po namang na insert ko na ang karanid na chitakari na insert ko, na gaya naman pong dating ng i-alert sa ngayon po ay tinitingnan ko muna ang ang sub po bago ako kumuha ng chitakari na sunod pang insert.

Upon re-interview, operator admitted that she do advance insertion on conn. TSNY on twisted wire  
Interview: 11/8/19 - operator admitted the non-compliance PVI/  
Witness: M. Sarte (not a witness)


### Remarks/ Evaluation:

do this → I think the problem or violation here  
but still issue based on penal is not referring to sub PC. not  
talk handbook and memo non compliance or insert pull method  
press charge for violation.

<u>[Signature]</u> Signature of Employee Date: <u>10-16-19</u>	<u>A. DE RAROTE</u> Jr Staff Date: <u>10/18/19</u>	<u>[Signature]</u> Staff Date: <u>10/18/19</u>	<u>[Signature]</u> Supervisor Date: <u>10/21/19</u>	<u>[Signature]</u> Manager Date: _____
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## i\_Alert Audit Report

Car Model / Line No.	Subaru GC7/7107	Picture
Date / Time	September 29, 2019/02:50am	
Name / ID No.	Sol, Maurene/19PK33688	
Shift / Group	NS/A	
Batch No.	268	
Process	Sub Assy Process	
FAS or Agency: specify	PKIMT	
Person Informed	J. Sarte	
Audited by:	J. Vintora	
Details		
<p><u>Non-compliance on Insert-Pull method</u>          Conduct advance insertion on connector          TSNY-LIF-30F, wire color: P/, Vi/          Remarks: Support operator from Honda L3108</p>		