



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\_PK31437  
NAME : Guanzon, Mariel Abines  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 22-Oct-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	KT 1 day suspension 10/24/19 11/8
Line	S7007 - A B
ACKNOWLEDGE BY:	
MANAGER	 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 11-Oct-19 to name: Guanzon, Mariel Abines

**Violation Offense**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

Commission 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- Did not conduct pulling of wire on connector**

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\_PK31437

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\_PK31437  
NAME : Guanzon, Mariel Abines  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 22, 2019

This refers to the alleged offense(s) you have committed at 10/11/2019 to name: Guanzon, Mariel Abines

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- Did not conduct pulling of wire on connector**

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\_PK31437

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1907-130

☒ AGENCY

Please Specify: PRINT

 Audited By:	 Noted By:
	G. Magadia

Name: Emmanuel Manel  
Position: Associate  
ID Number: 101231431  
Batch No.: 257  
Car Model/Line: Subaru 1703

Process: Lay-out Process  
Group/Shift: NS/A  
Date/ Time: October 11, 2019 / 09:30  
No. of Offense: 1st Offense  
Superior Name: A. Magapitan

Audit Findings: Non-compliance on Insert Pull Method

Details:

Did not conduct pulling of wire on Conn.  
wire color:

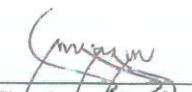
## WRITTEN EXPLANATION


Ako po si Manel A. Guanzon ng SUBARU 1703 ay na audit noong Oct 11, 2019 dahil sa di pagsunod sa Insert Pull Method, yun po ay dahil delay na delay na po ako sa pagmamadali ko hindi na ako nakapag pull nang ako ay nag insert. Nahihirapan pa po kasi ako sa portion ko dahil ako ay galing sa TKRA pero sinusubukan ko naman po ang kanya ko na makasabay kanya lang po di po mawalan na na delay. Sa susunod po kahit anung delay gagawin ko na ng tama at maayos ang trabaho ko.


## Remarks/ Evaluation:

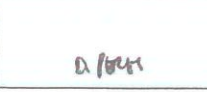
- We Andon IF Delay to <sup>call</sup> ~~attention~~ or Jir status/export attention

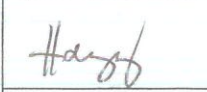
Written (still adjusting to new line) already given warning for monitoring of staff / issue penalty! There are no reasons for this non-compliance!

  
Signature of Employee  
Date: 10/15/19

  
Jr Staff  
Date: 10-15-19

  
Staff  
Date: 10-15-19

  
Supervisor  
Date: 10-15-19

  
Manager  
Date: 10/16