



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_PK27590
Onday, Manilyn Kanay *Mkanay*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : July 25, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd 6 days suspension Aug 1-7, 2019
Line	5018/CS110
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 07-29-19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/17/2019 to name: Onday, Manilyn Kanay

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 (Doing advance insertion)

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_PK27590

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 : 18_PK27590
Onday, Manilyn Kanay ✓ *Manilyn Kanay*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd offense
DATE July 16, 2019

This refers to the alleged offense(s) you have committed at 7/16/2019 to name: Onday, Manilyn Kanay

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(Doing advance insertion)

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:

JP
PKIMT Management


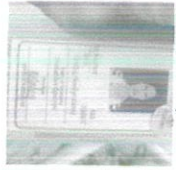
Conforme: *Manilyn Kanay*
18_PK27590

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Mheng Marquez)

Date: July 17, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Items for Improvement	OK/	Action Taken	Category	Operator / Effect Correct Person	Shift Correct	Person Inform	Exchange Car Model/ Department	Person Involved	Status/Remarks
1	7/16/19 N/S	Suzuki line 5108			Associate not follow insert pull method doing advance insertion during process in sub assy might cause of wrong insert and TBO	NG	Informed Junior staff regarding this matter and advised associate to follow SOP in sub assy process	SOP	 Marilyn Ondoy-PKIM	N/S	Carla Joy Matibag	Suzuki	Ma'am Kath	for monitoring



DATE: July 20, 2019

OFFENSE: _____

WRITTEN EXPLANATION:

Ako po si Marilyn Onday, na audit po ako ng compliance noong July 16 2019. Sa kadahilanan pong ako ay nag advance insert. Ipagpaumanhin po ninyo sapagkat ako po ay luma-bag sa SOP, sa kadahilanang ako po ay delay. Sa mga panahon na yun.

COUNTERMEASURE:

ako po si Marilyn Onday, at mula ngayon ay pagsusumikapan ko na pong mag-sub ng mabilis para hindi na po ako madelay at mag-advance insert sa process ko.

Marilyn Onday
MANILYN K. ONDAY
Signature over Printed Name

SUZUKI / 5110
Car Model / Line