



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\_PK32508  
Estoya, Flory Asi - *Gstajall*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 10/4/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd - 10th suspension</i> <i>Oct. 25, 2019</i>
Line	<i>FURUKAWA 7102 - 19</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 10-14 <small>Signature Over Printed name/ Date</small>

This refers to the alleged offense(s) you have committed at 9/9/2019 to name: Estoya, Flory Asi

**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 Stop-Call-Wait and Unsafe Act**

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:**

*[Signature]*  
**PKIMT Management**

Conforme: *[Signature]*  
19\_PK32508

FURUKAWA - Production Operator

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



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**MEMORANDUM NO. HRADM**

TO : 19\_PK32508

Estoya, Flory Asi 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 2nd offense

DATE : 3-Oct-19

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This refers to the alleged offense(s) you have committed at 9-Sep-19 to name: Estoya, Flory Asi

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

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:

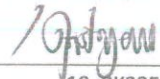
**Not Following Stop-Call-Wait and Unsafe Act**

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This is for your guidance and strict compliance.

NOTED BY:

  
**PKIMT Management**

Conforme:   
19\_PK32508

FURUKAWA - Production Operator

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


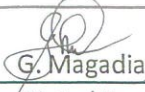
# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7811. 10-1009- 1158

☒ AGENCY

Please Specify: PKMI

 C. Redondo	 G. Magadia
Audited By:	Noted By:

Name: Estela Floryda  
Position: Associate  
ID Number: 101PK30508  
Batch No.: 203  
Car Model/Line: Subaru 1103

Process: Assembly  
Group/Shift: Ng/0  
Date/ Time: Sept 9, 2019  
No. of Offense: 1st  
Superior Name: J. De Leon

Audit Findings: Not following Stop call - wait & unstage ad

Details:

associate encountered excess parts and directly return it to parts distributor in between conveyor.

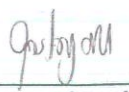
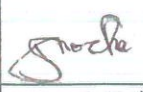


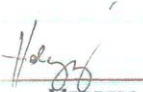
## WRITTEN EXPLANATION

Ako po si Flory Estela ay na Audit dahil po sa excess part na nakita ko sa catcher naging concern lang po ako dahil nakaulat po ang pagkakamali ko po ay hindi ako nag stop call kasi dahil po sa pagkahimantuna ko sa pagmamarka at ako po ay delay na at kulang kulang ang cube part na ginagamit sa susunod po ay magiging responsible po ako at hindi mauulat ang gamit na pangyayari sa amon po...

## Remarks/ Evaluation:

Written Only

Feedback to parts associate, monitor by jr staff  
→ Next time we will lose penalty for this

 Signature of Employee Date: 09-14-19	 Jr Staff Date: 09-14-19	 Staff Date: 9/25	 Supervisor Date: 9/25	 Manager Date: 9/30
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