



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\_PK28057  
NAME : Asug, Maria Sheryl Caringal *Ma Sheryl Caringal*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 24, 2019 *24*

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day Suspension
	<del>Oct 24, 2019</del>
	1-24-2019 10-26-2019
Line	D2104-10
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/26/2019 to name: Asug, Maria Sheryl Caringal

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 - Caught using based Jig during pulling a wire**

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: *Ma Sheryl Caringal*  
18\_PK28057

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\_PK28057

NAME : Asug, Maria Sheryl Caringal *Ma. Sheryl Caringal*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 26-Sep-19 to name: Asug, Maria Sheryl Caringal

Violation Offense | 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 - Caught using based Jig during pulling a wire**

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:

*W*  
PKIMT Management

Conforme: *Ma. Sheryl Caringal*  
18\_PK28057

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALD-1A-1909-1598

☒ AGENCY

Please Specify: PKMT

<u>James D. Tiense</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Asug, Maria Sheryl  
 Position: Associate  
 ID Number: 19PK2805  
 Batch No.: 238  
 Car Model/Line: Daihatsu /2104

Process: sub-Assembly Process  
 Group/Shift: DS/B  
 Date/ Time: September 26, 2019  
 No. of Offense: 1ST OFFENSE  
 Superior Name: L. JAVIER

Audit Findings: NON-COMPLIANCE ON INSERT PULL METHOD

Details: ASSOCIATE CAUGHT USING BASED JIG DURING PULLING OF WIRE

## WRITTEN EXPLANATION

Ako po si Asug, Maria Sheryl C. ay na-audit ng I-alert na ang jig base ang hinila sa halip na ang wire sa kadahilananang pang-heang nga oras na iyon ay maganit na pang-hilatin ang jig kapag sa wire ko ang wire ang hinila ko kaya ko po gagawa iyon. Hindi ko naman po agad nasabi sa aking Jr. Staff para mai-pa-Ed gawa ng ako po ay delay na. Humihingi po ako ng paumanhin sa aking nagawang mali at talagapapin ko po kung anumang punishment ang ibigay nyo sa akin at ipinapalagay ko rin po na hindi ko na iyon ulitin.

## Remarks/ Evaluation:

Issue memo. [Signature]

[Signature]  
 Signature of Employee  
 Date: 10/08/19

[Signature]  
 Jr. Staff  
 Date: 10/08/19

[Signature]  
 Staff  
 Date: 10/08/19

[Signature]  
 Supervisor  
 Date: 10-10-19

[Signature]  
 Manager  
 Date: 10/11