



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_PK23400

Calingasan, Dianalyn Maandal *Dianalyn Maandal*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 24-Jul-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 10 DAY SUSPENSION Rule. 171 2019
Line	MAZDA WORK, <i>Cherry's</i>
Jr. Staff	D. RANQUILLO
Staff	<i>MAZDA</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at

25-Jun-19

to name: Calingasan, Dianalyn Maandal

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 Follow SOP - No good location and mixed harness on assembly hanger

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]*
18_PK23400

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_PK23400

Calingasan, Dianalyn Maandal / *dmCalingasan*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 23-Jul-19

This refers to the alleged offense(s) you have committed at 25-Jun-19 to name: Calingasan, Dianalyn Maandal

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:

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK23400

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-14-1906-347

☒ AGENCY

Please Specify: PKINT

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

Name: Calingasid, Dianalyn
Position: Associate
ID Number: 18-PK23400
Batch No.: 213
Car Model/Line: Mazda Merge/1008

Process: Assembly Process
Group/Shift: DS/A
Date/Time: 06-25-19/ 04:36
No. of Offense: 1st Offense
Superior Name: At Antojado

Audit Findings: Not following SOP

Details:

No good location and mixed harness on assembly hanger.

WRITTEN EXPLANATION

Ako po si Dianalyn M. Calingasan ng Mazda line 1008 ay na audit noong June 25, 2019. Audit No Good Location and Mixed Harness on Assembly Hanger. Yun po ay land at wire na magkasama sa isang hanger. Binagay ko po yun kasi po for combined ^{hanger} po yan at isang product naman po kaya po ang nasa isip ko ay hindi magaudit kasi po isang product lang po.

Remarks/ Evaluation:

Please Issue Penalty.

<u>D.M. Calingasan</u> Signature of Employee Date: <u>07/03/19</u>	<u>D.R. Ronquillo</u> Jr Staff Date: <u>07/03/19</u>	<u>Smp</u> At Antojado Staff Date: <u>07/03/19</u>	<u>G. Magadia</u> Supervisor Date: <u>07/03/19</u>	<u>G. Magadia</u> Manager Date: <u>07/03/19</u>
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