



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_PK29990
Villalobos, Joshua Lanote *Joshua*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/25/2019

| PKIMT ACKNOWLEDGEMENT FORM | |
|-----------------------------------|-------------------------|
| COMMENTS/ ASSESMENT | |
| No. Offense: | <i>K5</i> |
| | <i>1 day Suspension</i> |
| | <i>Oct 7, 2019</i> |
| Line | <i>SSB 1/B</i> |
| ACKNOWLEDGE BY: | |
| MANAGER | <i>[Signature]</i> |
| Signature Over Printed name/ Date | |

This refers to the alleged offense(s) you have committed at 8/7/2019 to name: Villalobos, Joshua Lanote

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- Non Compliance on insert Pull method (Half 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:

gn
PKIMT Management

Conforme:

Joshua
19_PK29990

FURUKAWA - Production Operator

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

not on line

5104-B

I ALERT WRITTEN EXPLANATION

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FAS

Control No: FALP-1A-1904-776

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AGENCY

Please Specify: PKIMT

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|------------------------------|--------------------------------|
| <u>Jabara</u> Audited By: | <u>G. Magadia</u> Noted By: |
|------------------------------|--------------------------------|

Name: Villalobos, Joshua
Position: Associate
ID Number: 19PK 29940
Batch No.: 251
Car Model/Line: Subaru 1.7i

Process: Sub. Assembly Process
Group/Shift: DS/13
Date/Time: August 7, 2019/05:25
No. of Offense: 1ST OFFENSE
Superior Name: J. MACASAYAN

Audit Findings: Non-Compliance on Insert pull Method

Details:

Conduct half insertion of terminal on connector YLE SC4FT with color L/

Remarks: Transfer to line Suzuki line 5104

WRITTEN EXPLANATION

Ako po si Joshua L. Villalobos ng line 5104 ay nakita ng latent na nagadvantage insertion, ang totoo po nung hindi po nakaincert ang terminal ng nakaragad. Ksinabit ko lang po yung katamtang dulo ng terminal sa connector sa kadahitang may malayo po kasi ang agwat ng mga rig, wala na rin po akong buffer nun kaya nagawa ko ang pagkakamaling yun. Delay na rin po ako dahil waga po ako sa sub na yun support lang po ako dun kaya hindi ako nakabuffer, po sumulat po na magasupport ako ay hindi ko na pagagawin ang pagkakamaling yun upang maiwaran ko na ang latent audit

Remarks/Evaluation:

Issue Penalty [Signature]

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| <u>[Signature]</u> Signature of Employee Date: <u>09-08-19</u> |
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| <u>[Signature]</u> Jr Staff Date: <u>9-6-19</u> |
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| <u>[Signature]</u> Staff Date: <u>9-6-19</u> |
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| <u>[Signature]</u> Supervisor Date: <u>9-6-19</u> |
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| <u>[Signature]</u> Manager Date: <u>9/18/19</u> |
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gr 9/24