



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\_PK26762  
**NAME :** Tumbaga, Mary Rose Marcos *Mary Rose Tumbaga*  
**FROM :** PKIMT Management  
**SUBJECT :** Notice for Suspension  
**No. of Offense :** 3rd Offense  
**DATE :** December 15, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
5 days suspension 2/10-15/2021 Mary Rose Tumbaga	
Line/Shift	SS127 P
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **9/5/2020** to name: **Tumbaga, Mary Rose Marcos**

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 in sub assy

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:

*gn*  
PKIMT Management

Conforme: *Mary Rose Tumbaga*  
18\_PK26762

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FAIP-1A-2009-4169

For: <u>dyabit</u> <u>E. ARVIZ</u>	<u>K. Hernandez</u> <u>R. Hernandez</u>	<u>J. Reyes</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Tumbaga Mary Rose Process: Sub Assy  
 Position: Associate Group/Shift: NS/A  
 ID Number: 18PK26762 Date/ Time: SEP 5, 2020 / 08:19  
 Batch No.: 230 No. of Offense: 1ST OFFENSE  
 Car Model/Line: Suzuki XZR 3127 Superior Name: A. Gutierrez

Non-compliance Reference/Document  
Control Number:

FMP-WI-PROD-SA-043

Details of Audit Findings: Not following SOP - Incorrect fill up of 0.64 Terminal Guide  
system type and conduction and PC Control type PCD 01.03.04 for airbag checksheet  
no cable tie attached on ferrite  
back wire but ok on checksheet.

## WRITTEN EXPLANATION

Ako po si Mary Rose M. TUMBAGA ay na audit na kadalihan na di ng check ng  
 ayon sa ~~check~~ checksheet, Di ko po na panvin na ~~sa~~ wala po pala na cable tie ang bagong  
 ferrite checker. kapa ang nailagay ko po sa ating checksheet ay GOOD.  
 Sa unang po ay ~~to~~ tingnan ko po muna ng ayon ang bawat backwire  
 ng jig bag po ako mag fill up ng checksheet.

## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FAIP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Mary Rose Tumbaga</u> Employee Date: <u>11-12-2020</u>	<u>A. Gutierrez</u> Jr Staff Date: <u>11-18-20</u>	<u>D. Arduyan</u> Staff Date: <u>11-18-20</u>	<u>P. C. Arduyan</u> Supervisor Date: <u>11-21-2020</u>	<u>D. Villa</u> Manager Date: <u>11/24</u>
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