



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_PK36101
NAME : Zulueta, Jennifer Caguete *J. Caguete*
FROM : PKIMT Management
SUBJECT : Notice for suspension
No. of Offense : 2nd offense
DATE : February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
1 day suspension	
3/17/2021 <i>J. Caguete</i>	
ST26 - A	OK
MANAGER <i>J. Caguete</i>	

This refers to the alleged offense(s) you have committed at **2/6/2021** to name: **Zulueta, Jennifer Caguete**

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 assembly process

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:

Jm
PKIMT Management

Conforme: *J. Caguete*
19_PK36101

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP 1A-2102-777
☒ AGENCY

Please Specify: PKIMT

For: <u>Clayton J. TORRES</u>	<u>K. Hernandez</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Zulueta, Jennifer
 Position: Associate
 ID Number: 19-PK36101
 Batch No.: 27B
 Car Model/Line: SUZUKI YZR / 1724

Process: Assembly
 Group/Shift: DS / A
 Date/ Time: Feb. 04, 2021 / 10:00
 No. of Offense: Flag offense
 Superior Name: R. Magraye

Non-compliance Reference/Document Control
 Number: FALP-WA-PRD-AP-101

Details of Audit Findings:

NOT PP. 0-1 - Associate conduct only 2 rounds taping on one side of clamp, it should be 4-5 rounds based on 0-1.

WRITTEN EXPLANATION

Ako po si Jenni per Zulueta na auditah dahil sa 4-5 round na taping one side of clamp kaya po ako na auditah ay dahil po sa magmamadali na po ako dahil iikot na po ang conveyor.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

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

<u>J. Zulueta</u> Employee Date: <u>02-17-21</u>	<u>N/A</u> Jr Staff Date: _____	<u>R. Magraye</u> Supervisor Date: <u>2/17/21</u>	<u>J. Reyes</u> Manager Date: <u>2-18-21</u>
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