



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_PK20537
Hachaso, Michelle Catalogo *Hachaso Michelle*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : 17-Dec-18

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT			
No. Offense:	<i>For 1-5 DAY SUSPENSION</i> <i>2 DAYS</i>		
	<i>JAN 16-17, 2019</i>		
	<i>return Jan. 18/2019</i>		
Line	<i>602001 7117 - B</i>		
Jr. Staff			
Staff			
ACKNOWLEDGE BY:			
MANAGER	<i>#10171010 / 12-17</i>		
Signature Over Printed name/ Date			

This refers to the alleged offense(s) you have committed at 4-Dec-18 to name: Hachaso, Michelle Catalogo

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- Advance 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:

Michelle
PKIMT Management

Conforme: *Hachaso Michelle*
18_PK20537

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_PK20537

Hachaso, Michelle Catalogo - *Hachaso Michelle*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 15-Dec-18

This refers to the alleged offense(s) you have committed at 4-Dec-18 to name: Hachaso, Michelle Catalogo

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- Advance insertion

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:

J. Indani 12/15
PKIMT Management

Conforme: *Hachaso Michelle*
18_PK20537

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: 15
6/12-18

☐ FAS

☒ PKIMT

Audited By: <i>[Signature]</i>	Noted By: <i>[Signature]</i>
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Name: Hachaga, Michelle
Position: associate
ID Number: 18-PM 20537
Batch No.: 199
Car Model/Line: Yol Suzuki / D123

Process: sub Assy
Group/Shift: D / DS
Date/ Time: 12/04/18 9:00 AM
No of Offence: 1
Superior Name: J. Matibag

Audit Findings: Non compliance on Insert Pull Method

Details:

> conduct advanced insertion / pulling based jig instead of wire
conn. JHX37-24PBK-7 (air bag)
wire color: CB
Product: 86620-19R20

WRITTEN EXPLANATION

AKO PO SI Michelle Hachaga na nag support sa air bag dahil absent po ang mising naka portion sa air bag. ako po ay naghila sa based jig imbis na sa wire dahil po ang aling PC ay lagi pang nagdedot sa nagmamang nang kapa hindi kape dininang ang connector jig ito po ay natatanggal kaya nagkasaning pag dedot sa *[illegible]* ka mag hinihina pinapalat ng aming expert kaya naitiran ko pang hilahin naling sa mising connector jig para po magmagall po akong makatapos ng aking sinusub *[illegible]* kahit yung mising naka portion sa air bag ay nahinirap din. dahil lagi nga po itong nagdedot sa kaya naman po ako nakapag advance insertion sapagkat gusto ko po sarang makadamipa ng buffer dahil nahihirapan po akong humahol kapa ako po ay na delay dahil matagal po akong mag sub sa air bag atwala din para makapag suport ng ibang sub sakla dahil dinaman po sila certified sa air bag. sa mising po kapa naka encounter po ulit ako ng absence ng ito ako po ay tatanag na junior staff 6 titigil sa aking master.

Please Issue I.R

Remarks/ Evaluation:

- I recommend to issue 1 DAY suspension due to staff not follow the SOP.
- Inform Associate if wife encountered problem to then V/L Inform immediately HEC V-L Staff.

[Signature]
Michelle Hachaga
Signature of Employee
Date: Dec 6, 2018

[Signature]
Margaret C. Ariles
Jr Staff
Date: December 6, 2018

[Signature]
J. Matibag
Staff
Date: 12-10-18

[Signature]
M. Tamarit
Supervisor
Date: 12-10-18

[Signature]
H. Matibag
Manager
Date: 12/11

E. Claveria 12/13 1ST