

PKIMT

Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6288-89 / (043) 405 6407-03

MEMORANDUM NO. HRADM

TO : 19_PK31740
Hernandez, Mayann Marin / *M. Hernandez*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : August 10, 2019

| | |
|---|--|
| PKIMT ACKNOWLEDGEMENT FORM | |
| COMMENTS/ ASSESSMENT | |
| No. Offense: | 19 - 1st offense suspension AUG. 22, 2019 |
| Line | CS20 - B |
| Jr. Staff | |
| Staff | |
| ACKNOWLEDGE BY: <i>[Signature]</i> / 08-08-19 | |
| MANAGER | |
| Signature Over Printed name/ Date | |

This refers to the alleged offense(s) you have committed at 7/31/2019 to name: Hernandez, Mayann Marin

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 (Mass pulling of wires at fig A during subassy operation)

You are hereby given 3 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:

[Signature]
PKIMT Management

Conforme: *M. Hernandez*
19_PK31740

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 : 19_PK31740
Hernandez, Mayann Marin / *M. Hernandez*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : August 2, 2019

This refers to the alleged offense(s) you have committed at 7/31/2019 to name: Hernandez, Mayann Marin

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 (Mass pulling of wires at Jig A during sub assy operation)

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:

[Signature]
PKIMT Management


Conform: *M. Hernandez*
19_PK31740

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(DS - Pauline P. Agojo)

Date: July 31, 2019

| Item # | Date/Shift | Process / Area | Actual Image | Findings/Items for Improvement | OK/NG | Action | Category | Operator / Concern Person | Concern Shift | Person Interviewed | Group/Department | Person in Charge | Status/Remarks |
|--------|----------------|----------------|---|---|-------|---|----------|---------------------------|---------------|--------------------|------------------|------------------|----------------|
| 1 | 07/31/19 DS | Suzuki 5120 |  | Moss pulling of wires at Jig A during sub Assy operation, wires from Jig A came from manual insertion and still required to have pull check during process of Sub PC according to Sub PC sequence | NG | Informed leader to remind members for the SOP related to insert-pull method | SOP | Moyam Hernandez (PKIMT) | B / DS | Jhen Rose Marquez | Suzuki | Ma'am Kath C. | for monitoring |



OFFENSE: _____

DATE: _____

WRITTEN EXPLANATION:

Bagong dating kulang po kasi doon sa line na yon, kakasupport lang po sa akin nahitapan po akong maghila ng isa-isa kaya nakapag-mass pulling po ako at delay din po kasi nung time na yon ang aming product kaya nagawa ko po. Hindi ko na po uulitin, pinag-aaralan ko na din po ng isa-isa ang pagpupull ng mobilis, ipagpaumanhin nyo po ang nagawa ko.

Countermeasure:

Signature over Printed Name / Line