



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\_PK36098  
**NAME :** De Leyos, Raquel Eroa *[Signature]*  
**FROM :** PKIMT Management  
**SUBJECT :** Notice for Suspension  
**No. of Offense :** 1st offense  
**DATE :** February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day suspension 2/10/21 3/11/21 <i>[Signature]</i>	
Line/Shift	5/28 / 1st ok
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **1/6/2021** to name: **De Leyos, Raquel Eroa**

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:

Associate Conduct advance insertion of wire on connector

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:

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
19\_PK36098

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

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AGENCY

Please Specify: PKINT

Control No: FAIP-1A-2101-054

<u>D. De la Rocha</u>	<u>Echevarria</u> (K. Hernandez)	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: De Lemos, Raquel  
 Position: Associate  
 ID Number: 19PK36098  
 Batch No.: 278  
 Car Model/Line: Suzuki Y&A/5128

Process: Sub-army  
 Group/Shift: DC-A  
 Date/ Time: Jan 06 2024 / 02:00  
 No. of Offense: first offense  
 Superior Name: A. Montejó

Non-compliance Reference/Document  
 Control Number:

FAIP-WI-PRD-SA-043

## Details of Audit Findings: Advance insertion of wire

Sub-army associate conduct advance insertion of wire on connector VCC / K10-20F.  
(wire color: shield wire)

## WRITTEN EXPLANATION

As po si Raquel De Lemos ay na-audit dahil sa advance insertion dahil po  
sa naglagay ang aksing pu at sa pagmamadali ay di napansin na na nagadvance insertion

## REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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

<u>[Signature]</u> Employee Date: <u>01/20/20</u>	<u>[Signature]</u> Jr Staff Date: <u>01/20/24</u>	<u>[Signature]</u> Staff Date: <u>01-26-24</u>	<u>[Signature]</u> Supervisor Date: <u>1-27</u>	<u>[Signature]</u> Manager Date: <u>2.14.2024</u>
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