



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 : 15_PK01407
NAME : Villanueva, Jasmine Lacerna
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 3rd Offense
DATE : September 26, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense: 1st 3rd offense written warning to 6 days suspension 10/20-26/20	
Line/Shift H-31K/10	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/7/2020 to name: Villanueva, Jasmine Lacerna

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 Dimension 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:

PKIMT Management

Conforme:
15_PK01407

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PIUMT

Control No: FALP-14-2008-1653

<u>M. Dotado</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Jasmine Villanueva
 Position: Associate
 ID Number: 199K01407
 Batch No.: 90
 Car Model/Line: Honda 315

Process: Dimension
 Group/Shift: DS-B
 Date/ Time: Aug. 09, 2020 / 1:00
 No. of Offense: 1st
 Superior Name: R. Ramos

Non-compliance Reference/Document
 Control Number:

FALP-WI-PRD-IP-044
Dimension Inspection Process

Details of Audit Findings:

un authorized ^{Hidden repair} caught in act removed the tape and clamp to fix the view of clamp due to encountered wrong view of clamp on dimension inspection process

WRITTEN EXPLANATION

The reason that I been caught by the IAlert was I did the hidden repair on dimension area. The dimension inspector feedback me that the clamp was in wrong view after she told me that I came to her to see the appearance of what she said to me and I forget to call the authorized person to repair it so that I'm the one who done the repairing.

The next time that the dimension inspector feedback me I will let her to call the authorized person to do the repairing so that no one will be audited again.

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>Employee</u>	<u>J. Mendosa</u>	<u>J. Mendosa</u>	<u>Supervisor</u>	<u>Manager</u>
Date: <u>08-11-2020</u>	Date: <u>08-11-2020</u>	Date: <u>8/11/20</u>	Date: <u>6/16/20</u>	Date: <u>8/13</u>