




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_PK25897
NAME : Sumagpao, Camille Rose Luistro
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : February 5, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENT/ ASSESSMENT	
No. Offense:	2nd 3 DAYS SUSPENSION 2/27-29/2020 Ret: 3/1/2020
Line/Shift	Hm15-A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12/2/2019 to name: Sumagpao, Camille Rose Luistro

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 - Non compliance

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: 
18_PK25897

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_PK25897

NAME : Sumagpao, Camille Rose Luistro

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 4-Feb-20

This refers to the alleged offense(s) you have committed at

2-Dec-19

to name: Sumagpao, Camille Rose Luistro

Violation Offense | 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 - Non compliance

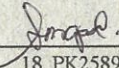
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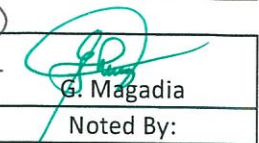
I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-1A-1912-3526

	
Audited By:	Noted By:

Name: Sumagpao, Camille Rose
 Position: Associate
 ID Number: 18-PK25897
 Batch No.: 227
 Car Model/Line: Honda/3115

Process: Sub-Assy
 Group/Shift: A/DS
 Date/ Time: 12-02-19/2:15pm
 No. of Offense: Second Offense
 Superior Name: R. Ramos

Audit Findings: Non-Compliance Insert-Pull-Method

Details: Associate caught in the act Advanced Insertion on
Connector on Product 32751-TTA-9103
connector ~ YSN-14F-G W/


WRITTEN EXPLANATION


Ok po si Camille Sumagpao ay nahuli po ng I-ALERT na nag-advance insertion. Sa totoo lang po nagkalahap po mag sub ng mag isa. Kaya humingi po ako na pumanhin sa akin po pag advance insertion hindi na po mauulit.

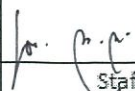
Counter Measure ko po hindi na po ako mag advance insertion at susunod na po ako sa SOP.


Remarks/ Evaluation:

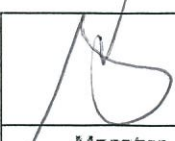
- ☐ I-Alert Written Explanation Only
- ☒ Agency/FALP Written Explanation Only (based from Handbook)
- ☐ Need day/s Suspension (based from FALP Handbook & Memo for Major Non-Compliance)


 Signature of Employee
 Date: _____


 Jr Staff
 Date: 1-17-20


 Staff
 Date: 1/23


 Supervisor
 Date: 1/20


 Manager
 Date: 1/24

cont. original
2/4/2020
guy