



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 : 20_PK41147
NAME : De Villa, Mariane Marasigan
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : September 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense: 1st	
<i>Written warning</i>	
<i>1 day suspension</i>	
<i>10/15/20</i>	
Line/Shift H-3126/B	
ACKNOWLEDGE BY:	
MANAGER	<i>AS</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/19/2020 to name: De Villa, Mariane Marasigan

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 Sub assy (Non-Compliance on Insert Pull Method)

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:

gm
PKIMT Management

Conforme: *Mariane*
20_PK41147

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAHP-1A-2003-1405

☒ AGENCY

Please Specify: PKIMT

<u>T. Sevilla</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Devilla manape
Position: associate
ID Number: 20 PK 4117
Batch No.: 318
Car Model/Line: Honda TRKA 2110

Process: sub assy.
Group/Shift: NC-B
Date/ Time: Aug. 19, 2020 / 9:10
No. of Offense: 1st
Superior Name: P. Cacho

Non-compliance Reference/Document

Control Number:

FA HP-W1-PRD-JA-013

Sub assembly P.P. Corp.

Details of Audit Findings:

Non compliance on Insert Pull Method

also ask conduct masspulling on conn. HIE-DTE-LAT due to encountered difficulty on pulling after insertion

WRITTEN EXPLANATION

Maintrap po kasing higitan yung isang wire kaya po nagtutay
aking pagsubayin yung magkasingang wire sa isang connector

CM: hindi kumak po pagsubay sabayin ang hilo next time na mauit ulit yun
at siguraduhin ko na po na isa-isa na ang paghigit sa bawat
wire...

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>[Signature]</u> Employee Date: <u>8/20</u>	<u>[Signature]</u> Jr Staff Date: <u>8/20</u>	<u>[Signature]</u> Staff Date: <u>8/20</u>	<u>[Signature]</u> Supervisor Date: <u>9/2/20</u>	<u>[Signature]</u> Manager Date: <u>9/3</u>
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