



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 : 16\_PK09295  
NAME : Ocampo, Rhisdhel Carandang  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : December 11, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	1 day suspension
	1/11/2020
Line/Shift	5116-B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12/10/2019 to name: Ocampo, Rhisdhel Carandang

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-Doing minor repair**

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:

16\_PK09295

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 : 16\_PK09295  
NAME : Ocampo, Rhisdhel Carandang  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 11-Dec-19

This refers to the alleged offense(s) you have committed at 10-Dec-19 to name: Ocampo, Rhisdhel Carandang

**Violation Offense I 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-Doing minor repair**

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:

  
16\_PK09295

FURUKAWA - Production Operator

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



Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/NG	Action Taken	Category	Operator / Other Concern Person	Shift/Concern	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
11	12/10/19 - NS	Suzuki line 5116			Associate caught using cutter in doing minor repair in appearance process) inspector not authorized to do minor	NG	Informed staff and junior staff regarding this matter and advised associate to follow SOP in inspection process	SOP	Rhisdhel Carandang- PKIMT	OCAMPO Shift B	Niel Comia/Aileen Perez	Suzuki	Ma'am Kath	for monitoring



OFFENSE: Not following SOP

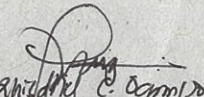
DATE: 12/11/19

WRITTEN EXPLANATION:

Ako po si Rhisdhel C. Ocampo ay na-audit dahil gumamit po ako ng cutter sa paghila ng band tie. Naiwan po ng expert namin ang cutter sa appearance table may tumawag po kasi sa expert namin para humingi ng parts kaya umalis sya. Kaya nung nakita ko po yung cutter at wala po ako matawag na mag-repair dahil nakula sya ng parts hinila ko na po yung band tail dahil sobrang tambak nadin po kasi kami sa appearance inspection. Kesa ma-delay gumawa po akong minor repair. Hindi ko na po ulitin mag-repair kahit sobrang delay or tambak ako sa inspection. Nung na-audit nAPO ako nag-andon po ako para tumawag ng expert or jr-staff kaso wala po sila kasi nag-aasikaso ng parts at wire medyo matagal na naghintay ang compliance kung may lalapit na jr-staff or expert pero wala po po sila kaya kay Sir Niel po sa nag-feedback ng audit sa akin.

Countermeasure:

Tatawag po ako ng authorized person na mag-repair kahit minor defect larepair lang.

  
Rhisdhel C. Ocampo

Signature over Printed Name / Line

→ Di na continue ang process hanggang di ma ok ang on going inspection. Kaya nga ngayon ito at wala na karag jr-staff dahil nasa former area para mag follow up ng wire.