



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_PK27556
NAME : Roa, Mary Ann Quizana *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : September 29, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: <i>1st offense</i> <i>10/10/20 ml</i> <i>12/7/20</i> <i>[Signature]</i> <i>FOR RUPRESH 10/29/20 @ 7am</i> Line/Shift <i>SUZUKI / YDI MITHAL / B</i>	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> <i>10/29/20</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 3/15/2020 to name: Roa, Mary Ann Quizana

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 Joint Taping (Associate conducted taping even she's only certified in wire setting 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK27556

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-IP-2003-1065

<u>Gabinilla</u> M. Mupillo	<u>Schneider</u> K. Hernandez/J. Reyes	<u>to Gm</u> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Mary Ann Roa
Position: Associate
ID Number: 18PIC27556
Batch No.: 235
Car Model/Line: SUZUKI YOI Initial

Process: Joint Taping Process
Group/Shift: NS/B
Date/ Time: March 15, 2020 / 09:50
No. of Offense: 1st offense
Superior Name: J. Hornilla

Non-compliance Reference/Document
Control Number:

FALP-WI-ENG-JT-04C

Details of Audit Findings:

Un-authorized Person doing the Process
Associate conduct joint taping process, certified only as wire setter

WRITTEN EXPLANATION

Oko po si Mary Ann Roa Ay Na-Audit sa Joint taping. Nag-tape
po Kasi ako na nga joint ng hindi certified, sa PROCESS na iyon,
sa kadahilanan po na wala na po ako magawa sa completion kesa raman
po tumayo natang ako sa tahanan.
Nangangako po ako na hindi na po ako pupwesto sa
PROCESS na hindi pa ako CERTIFIED. or cross train if still have spare time

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>MARY ANN Q. ROA</u> Employee Date: <u>06-16-20</u>	<u>J. Hornilla</u> Jr Staff Date: <u>06-16-20</u>	<u>J. Hornilla</u> Staff Date: _____	<u>L. Aguirre</u> Supervisor Date: _____	<u>E. Magadia</u> Manager Date: <u>9/16/2020</u>
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why late na ito?