

MEMORANDUM NO. HRADM

TO : 18_PK26196
Erjas, Clariz Villar

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : July 31, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 1 DAY suspension KNO. 15, 2019
Line	SK2001 YOC 10/18
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<i>[Signature]</i> / 08-05-19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/30/2019 to name: Erjas, Clariz Villar

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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:

Unauthorized operator doing the process - Inspector caught doing assy work during breaktime, she was only authorized in Dimension process

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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_PK26196

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_PK28442
Erjas, Clariz Villar

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 1-Aug-19

This refers to the alleged offense(s) you have committed at 30-Jul-19 to name: Erjas, Clariz Villar

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

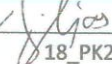
Unauthorized operator doing the process - Inspector caught doing assy work during breaktime, she was only authorized in Dimension process

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: 
18_PK28442

FURUKAWA - Production Operator

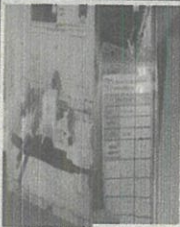

(Please attach your written explanation upon returning of this letter)



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: July 30, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
14	7/30 NS	Suzuki line 5018			Un-authorized operator doing the process ,inspector caught doing assy work during breaktime , she was only authorized in dimension process	NG	Informed junior staff regarding this and advised to remind to follow work assign and remind also that working during breaktime is not allowed	SOP	Erjas Clariz- PKIMT 	Badeth Espiritu	Suzuki	Ma'am Kath	For Monitoring



OFFENSE: not following SOP

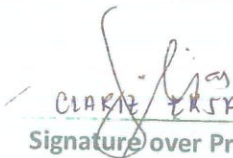
DATE: 8/1/19

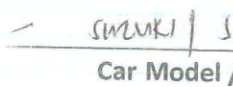
WRITTEN EXPLANATION:

COUNTERMEASURE:

Nag-assy po ako ng mga
oral ton, ako po ay nagtry lamang
na magtape. (kahit alam)
alam ko naman po na mali ang
aking ginawa. Pasensya na po.

Hindi ko na po (ul) ako magtatry
na magtape. Hindi na po mauulit.
~~Alala~~ na po at hindi
ako certified sa process na yon.
Pasensya na po.


Signature over Printed Name


Car Model / Line