




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

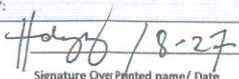
TO : 19_PK30570
Vizarra, Krizza Abigael Timajo 

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : August 23, 2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS	
No. Offense:	2nd - 2 days Suspension SEPT. 10 & 11, 2019
Line	PUBTRU 7106
ACKNOWLEDGE BY:	
MANAGER	 / 8-27 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 6/17/2019 to name: Vizarra, Krizza Abigael Timajo

Violation Offense No.V

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:

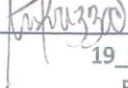
Not Following SOP

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:


PKIMT Management

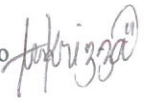
Conforme: 
19_PK30570
FURUKAWA - Production Operator

(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 : 19_PK30570
Vizarra, Krizza Abigael Timajo 
FROM : PKIMT Management
SUBJECT : Notice to Explain
No.of Offense : 2nd offense
DATE : 22-Aug-19

This refers to the alleged offense(s) you have committed at 17-Jun-19 to name: Vizarra, Krizza Abigael Timajo

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:

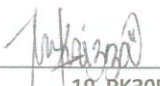
Not Following SOP

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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 
19_PK30570

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1906-276

☒ AGENCY

Please Specify: PRINT

<i>Phadawan</i> M. PADWAN	<i>G. Magadia</i> G. Magadia
Audited By:	Noted By:

Name: KRIZZA ABIGAIL NIZARDA
Position: ASSOCIATE
ID Number: 19PK30570
Batch No.: 255
Car Model/Line: SUBARU CCA/7106

Process: BUKUMI PROCESS
Group/Shift: NS/B
Date/ Time: JUNE 17, 2019 / 06:40 am
No. of Offense: 1st OFFENSE
Superior Name: C. PASCAL JR. RAZ

Audit Findings: NOT FOLLOWING SOP

Details:

> 1 WEEK NO FILL UP OF CHECKSHEET ON BUKUMI 384 DATED JUNE 10-14
> NO FILL UP OF COT INSERTION JH DATED JUNE 1-14

WRITTEN EXPLANATION

the reason why I forgot to fill up the check sheet because I have something to do to cut a lot of brit tape so that i forgot to fill up a check sheet.

Next time I will make it sure that before I start I fill up my check sheet.

Remarks/ Evaluation:

Written only

Issue penalty

→ This is a major issue from Honda claim

Phadawan
Signature of Employee
Date: 06-25-19

esne
Jr Staff
Date: 06-26-19

guy
Staff
Date: 7/2/19

gph
Supervisor
Date: 7/5

Haley
Manager
Date: 7/12