



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\_PK37681  
NAME : Cuya, Cheryl Abadejos  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : October 17, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 DAY SUSPENSION
	11/6/2020
	refresh date 11/7/20 @ 7am Cuya
Line/Shift	PURUWA 1730
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/12/2020 to name: Cuya, Cheryl Abadejos

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:

**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:

PKIMT Management

Conforme:   
19\_PK37681

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

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AGENCY

Please Specify: PKMT

Control No: FAP-1A-2009-3958

M. Llave <i>[Signature]</i>	K. Hernandez	<i>[Signature]</i> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Cuya Cheryl  
 Position: associate  
 ID Number: 19PK 97081  
 Batch No.: 201  
 Car Model/Line: Suzuki 125 1127

Process: layout  
 Group/Shift: 12/1A  
 Date/ Time: Sep 12, 2020 / 12:30  
 No. of Offense: 1st  
 Superior Name: M. Macaso

Non-compliance Reference/Document  
 Control Number:

FAP-DI-PED-AP-101

## Details of Audit Findings:

associate did not conduct pulling of wire after insertion on conn. SSC/ISHU-20M at layout process.

## WRITTEN EXPLANATION

Alko po ay mag two times pulling dahil po kay TBO pang hindi pagawin mag Ng  
ang isang wire at karlangan lagi gawin yon lalo na pag mag gan m (1) ang iba it means  
two times pulling, hindi lang po kaya halata, kaya ako lang po nakikilala dahil ako po ang  
gawing.

Sikapin ko pang mag two times pulling lagi.

## REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<i>[Signature]</i> Employee	<i>[Signature]</i> M. Macaso Jr Staff	<i>[Signature]</i> Staff	<i>[Signature]</i> Supervisor	<i>[Signature]</i> Manager
Date: <u>9/24/20</u>	Date: <u>9/24/20</u>	Date: <u>9/25/20</u>	Date: <u>9/25/20</u>	Date: <u>10/1/20</u>