



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 : 17\_PK13287  
Castillo, Mariel Maranan *for Mariel Castillo*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 2-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>2nd</i> <i>12 days Suspension</i> <i>Feb 2-8, 2019</i> <i>18-19, 2019 for Mariel Castillo</i>
Line	<i>116102</i>
Jr. Staff	
Staff	<i>SV</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 24-Jan-19 to name: Castillo, Mariel Maranan

**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:**

**Not following SOP -Not following proper method of Taping**

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]*  
17\_PK13287

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 17\_PK13287  
Castillo, Mariel Maranan *Mariel Castillo*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd Offense  
DATE : 25-Jan-19

This refers to the alleged offense(s) you have committed at 24-Jan-19 to name: Castillo, Mariel Maranan

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 -Not following proper method of Taping**

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.

SIGNED BY:

*J. Ingle*  
PKIMT/Management

Inform: Mariel M. Castillo  
17\_PK13287

FURUKAWA - Production Operator

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

**PKIMT**

DATE:

1/26/19

OFFENSE: Not following SOP

WRITTEN EXPLANATION: Ako po si Maribel M. Castillo nanatuhing nag-aair working sa kakahilanan pong Absent ang aking partner tapos tambak po ako nung mga oras naiyon iisa lang din po kami ang aming jig ng assy at ECT at nung time po naiyon ay may nag #EEct tapos ang ganit din po nung tape kaya po hinila ko ang tape ng medyo manaba nag owerlaid po ang N-cof ang partner ko po nun ay buntis ay hindi po kami pdeng mag intayan at wala po kami magiging ~~output~~ output.

COUNTERMEASURE: Susunod napa ako sa SOP at kahit po ako ay delay na hindi napa ako gagawang Bagay na ikatapanak ko.

Maribel M. Castillo

Signature over Printed Name

Nissan Alor

Car Model / Line




FURUKAWA AUTOMOTIVE SYSTEMS  
LIMA PHILIPPINES, INC.

b

COMPLIANCE AUDIT REPORT  
(DS - Gold Adriano)

Date: January 24, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	In-Charge Car Model/ Department	Person Incharged	Status/Remarks
2	01/24 DS	Nissan line 6102		No image	Not following proper method of taping	NG	Advised Junior staff to check and remind to follow proper method of taping	SOP	Castillo Maribel- PKIMT 	Angelika Esguerra	Nissan	Sir Marlon	For Monitoring