



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 : 15_PK01407
Villanueva, Jasmine Lacerna ✓ *fileman*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st Offense

DATE : 30-Nov-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st 1-5 days suspension
Line	113115 → B
Jr. Staff	Cabyl
Staff	P. pamb.
Dec 18-20	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 22-Nov-18 to name: Villanueva, Jasmine Lacerna

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 (Unauthorized doing minor repair)

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]*
15_PK01407

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 : 15_PK01407
Villanueva, Jasmine Lacerna *Jillman*
FROM : PKIMT Management
SUBJECT : Notice for Explain
No. of Offense : 1st Offense
DATE : 23-Nov-18

This refers to the alleged offense(s) you have committed at 22-Nov-18 to name: Villanueva, Jasmine Lacerna

Violation Offense No. V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

J. Villanueva
PKIMT Management

Conforme:




Jillman
15_PK01407

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Shany O. Duerbe)

Date: November 12, 2018

Sheet	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Office / Crew and Return	Checker / Unit	Person Interviewed	Machine / Equipment	Process / Process	Status / Remarks
2/18	Honda line 3115			Associate caught adding tape to branch area of wire harness at appearance inspection process, unauthorized doing minor repair	NG	Informed junior staff and remind assigned inspector to comply inspection sop	SOP	 JOSEPH VILANUEVA - PQMT	B/NS	Roselyn Galupo	Honda	Sir Jhe	For Monitoring

OFFENSE: Not following SOP

WRITTEN EXPLANATION:

Nahuli po ako ng compliance na nagtatape during inspection.

Bakit po ako nahuling nagtatape?

- * Kasi po sa kadalihanang mawalan kung natambakan ng sobra, dahil po tapag nagpaparepare po kame/ako hindi naman po aged nalapit or nading ang repair person kasi po naman naka-partan o kaya po may ginagawa kaya po wala sa line. Sa dami po kasi ng ginagawa naman sa line bukod sa pag-i-inspect tulad ng accounting sa logsheet, pakubang paleta at polybox hindi po naman mawalan gamaw ng buwal para po sa ika-dadali ng mga gamaw naman kasi po kapag natambakan ako/kame sarili lang po naman ang ansahan naman para umalon sa trabaho.

COUNTERMEASURE:

Mag-untoy na po ako ng repair person dahil pa po gano katagal dumating kahit po po gano ako katambak para lang po hindi na mauit ang nangyaring audit.

Jasmine Villanueva
Signature over Printed Name

2014 / 311
Car Model / Line