



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\_PK10308  
Tumbaga, Zienna Rose Manalo / *Zienna*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 17, 2019

<b>PKIMT</b>		<b>ACKNOWLEDGEMENT FORM</b>	
<b>COMMENTS/ ASSESMENT</b>			
No. Offense: <i>1st</i> <i>2 days suspension</i> <i>Aug. 14-20, 2019</i> <i>August 21-23, 2019</i> <i>21-22</i>			
Line	<i>M1118 - A</i>		
Jr. Staff	<i>Garcia</i>		
Staff	<i>Ortega</i>		
<b>ACKNOWLEDGE BY:</b>			
MANAGER	<i>James S. M.</i>		
Signature Over Printed name/ Date			

This refers to the alleged offense(s) you have committed at **7/2/2019** to name: **Tumbaga, Zienna Rose Manalo**

**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(inspecting 2 harness at a time on ECT 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]*  
**17\_PK10308**

**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 : 17\_PK10308

Tumbaga, Zienna Rose Manalo ✓

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : August 6, 2019

This refers to the alleged offense(s) you have committed at 7/2/2019 to name: De Vera, Joshua Victor Montalbo

**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(inspecting 2 harness at a time on ECT process)**

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:   
17\_PK10308

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-1900-393

☒ AGENCY

Please Specify: PRMT

<u>Quano</u> <u>L. Arrollano</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Tumbaga, Zienna Rose  
Position: Associate  
ID Number: 17- PK10308  
Batch No.: 114  
Car Model/Line: Mazda / 1118

Process: ECT Process  
Group/Shift: NS/A  
Date/ Time: 07-02-19 / 5:30 PM  
No. of Offense: 1st Offense  
Superior Name: M. Lucido

Audit Findings: Not following SOP

Details:

Inspecting 2 harness at a time on Ect process.

## WRITTEN EXPLANATION

Kaya naman po hangyatin ang ganung Case, yung nagiging dalawa ang harness sa Ect Board, ay xng harness po ng mangagaling saken, ay isang partner ko ang isa pa din po sa mali ay ang Unang harness na inelayout namin ay naka advance na ang sensor para yung pangalawang igout ay maacalis sa may lock system, pero lahat naman po ng harness ay dadan pa din po sa sensor, bali yung huling harness po na igout ay magdoble ang sensor.

Kaya po nagagawa namin ang ganitong Flow ay gawa na rin po sa bilis ng dating ng harness sa amin, mag makakacady po kami sa Takbo ng linya lab na po sa big product na hirahan namin.

## Remarks/ Evaluation:

/some penalty-

Signature of Employee  
Date: 7/23/19

Jr Staff  
Date: 7/23/19

Staff  
Date: 7/23/19

Supervisor  
Date: 07/23/19

Manager  
Date: 7/30