



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_PK31850
Escubar, Mary Anne Balagtas M. Escubar
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : June 26, 2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:	1st 1 DAY SUSPENSION AUGUST 28, 2019		
Line	DOLL 2113 76		
Jr. Staff	for work		
Staff	in the moment 08/01/19 R. Balagtas 9/1		
ACKNOWLEDGE BY:			
MANAGER		Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 6/24/2019 to name: Escubar, Mary Anne Balagtas

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:

Associate not pulling of wires after inserting of terminal to connector, might cause TBO

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: M. Escubar

19_PK31850

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 : 19_PK31850
Escubar, Mary Anne Balagtas / *M. Escubar*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 25-Jun-19

This refers to the alleged offense(s) you have committed at 24-Jun-19 to name: Escubar, Mary Anne Balagtas

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:

Associate not pulling of wires after inserting of terminal to connector, might cause TBO

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:

[Signature]
PKIMT Management

Conforme: *M. Escubar*



19_PK31850

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Sheryl O. Duarte)

Date: June 24, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings / Items for Improvement	OK	Action Taken	Category	Operator / Office / Person	Content / Shift	Person Informed	In-charge Car Model / Department	Person In-charge	Status / Remarks
1	06/24/19 NS	Daihatsu D01L line 2113			Associate not pulling of wires after inserting of terminal to connector in assembly process, might cause tbo	NG	Leaders to remind members to follow assembly process	SOP	Mary Anne Escobar-PKIMT 		Jomea Bangate	Daihatsu	Sir Marlon	For Monitoring



DATE: 06/26/19

OFFENSE: not following SOP

WRITTEN EXPLANATION:

Ako po si Mary Anne B. Escobar ay na Audit ng Compliance na hindi naka-pag pulling strength kahapon ng madaling araw. Dahil po sa pagmamadali at delay ang line hindi ko namalayan na hindi pa po ako nakakapag pulling strength.

COUNTERMEASURE:

Aking pong pakakatandaan na kahit anong pagmamadali ko at delay ang line ay ~~hina~~ susundin ko pa din ang Standard operating procedure ng aking process, kasama na doon ang pag-pupuling strength.

M. Escobar
MARY ANNE B. ESCOBAR
Signature over Printed Name

DD16 / 2113
Car Model / Line