

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 PK36715

NAME

Conogana, Mary An Torreja

**FROM** 

: PKIMT Management

**SUBJECT** 

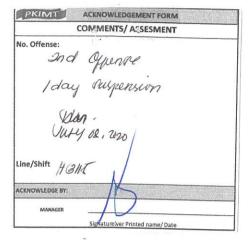
: NTS

No. of Offense

2nd offense

DATE

June 25, 2020



This refers to the alleged offense(s) you have committed at

3/9/2020

to name:

Conogana, Mary An Torreja

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 using reference jig during attachment of nameplate

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:

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

: 19 PK36715

NAME

Conogana, Mary An Torreja

FROM

PKIMT Management

SUBJECT

: Notice to explain

No. of Offense

: 2nd offense

DATE

24-Jun-20

This refers to the alleged offense(s) you have committed at

9-Mar-20

to name: Conogana, Mary An Torreja

Violation Offense | 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 using reference jig during attachment of nameplate

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:

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

| FALLIN WINITER EXPLANATION   |               |                                      |                              |                                      |                         |
|--|---------------|--------------------------------------|------------------------------|--------------------------------------|-------------------------|
| FAS  |               |                                      | Control No: 4918-19-2003-889 |                                      |                         |
| AGENCY Please Sp   | pecify: PKIMT |                                      | E ARTM2 Audited By:          | J. Reyes/K. Hernandez<br>Checked by: | G. Magadia<br>Noted By: |
|  |               |                                      |                              | Checked by.                          | Noted by.               |
| Name:  | Gorgana, hany |                                      | Bukumi                       | -1919 - 61 - PRO-60-2012             |                         |
| Position:  | accoùate      | Group/Shift:                         | NS-B                         |                                      |                         |
| ID Number:   | 19 PK31415    | Date/ Time:                          | March 9, 2020/ 9:15          |                                      |                         |
| Batch No.:   | 208           | No. of Offense:                      | s <del>4</del>               |                                      |                         |
| Car Model/Line:  | Honda/ 3115   | Superior Name:                       | D·corte2                     |                                      |                         |
| Details of Audit Findings: Not following 50P Not wing reference jig during afladment of nameplate  |               |                                      |                              |                                      |                         |
| WRITTEN EXPLANATION  |               |                                      |                              |                                      |                         |
|  |               |                                      |                              |                                      |                         |
| CIKO PO CI MPRY AN T. CONCEANA NO NO QUILT OF PALERT  SA HENDE BILL SA KADAGHLANDANG HINDI PAGGAMIT PO NG REFERENCE VIG  PURING ATTACHMENT OF NAME PLATE KAMA LANG NAMAN PO HINDI HAD  MINSON NA SOMIT NG REFERENCE VIG RASI ISO NAG GIVE PO KAMA CA  REFERENCE VIG NG CLAMP NE (WACKATADA)—U  CONNTER MERGIRES: |               |                                      |                              |                                      |                         |
| St HONDA 3115 SA KADAHILANANG HINDI PAGGAMI PO NG REFERENCE VIG  |               |                                      |                              |                                      |                         |
| PURING ATTACHMENT OF NAME PLATE KAYA LANG NAMAN PO ATINDI HED  |               |                                      |                              |                                      |                         |
| MINSON NA COMIT NG REFERENCE UIG RASI IN NAG BITGE PO KACKO GA   |               |                                      |                              |                                      |                         |
| REFERENCE VICE NO CLAMP NO WASKINTHON) U   |               |                                      |                              |                                      |                         |
| COUNTER MERKURES:  |               |                                      |                              |                                      | 1                       |
| COUNTER METROPES:  ST SUSUNOD PO AT CARAMIT NA-PO AKO NG REFERENCE JIC,  AT SUSUMAN NO DO AKO SOLOD  |               |                                      |                              |                                      |                         |
| AT SUSUMOD NO DO APO SA SOP  |               |                                      |                              |                                      |                         |
| REMARKS/ EVALUATION  |               |                                      |                              |                                      |                         |
| i-Alert written only  Agency/FALP Written Only(based on handbook)  |               |                                      |                              |                                      |                         |
| Need day/s suspension(based from handbook & Memo for Major Non-compliance).  |               |                                      |                              |                                      |                         |
| appe   | 2             | 1/3/                                 | Diame Cotte                  | o. Phu?                              |                         |
| Employe<br>Date:   | ee            | Jr Staff<br>Date: <u>02 / 3 / 20</u> | Staff                        | Supervisor Date: 191410              | Manager Date:           |