



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\_PK15980  
NAME : Roaring, Reishell Mayano  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : June 27, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd 1st Offence
	For 1-5 DAY SUSPENSION 7/22- 27/20
Line/Shift	PU 2nd Shift
ACKNOWLEDGED BY:	KATHERINE O. CABREPA
MANAGER	
Signature/rel Printed name/ Date	

This refers to the alleged offense(s) you have committed at 6/2/2020 to name: Roaring, Reishell Mayano

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**

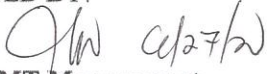
**Description:**

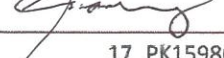
**Shipped out Lacking Harness**

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:   
17\_PK15980

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\_PK15980

NAME : Roaring, Reishell Mayano

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2<sup>nd</sup> 1<sup>st</sup> Offense

DATE : 10-Jun-20

This refers to the alleged offense(s) you have committed at 2-Jun-20 to name: Roaring, Reishell Mayano

**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 :

**Shipped out Lacking Harness**

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:

17\_PK15980

FURUKAWA - Production Operator

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



**FURUKAWA AUTOMOTIVE SYSTEMS  
LIMA PHILIPPINES, INC.**

**WRITTEN EXPLANATION**

Product No. 36902-79RA0(1)-P 59AQ35  
Date Encountered defect June 2, 2020  
Defect Details Shipped out lacking harness  
Line Name /Shift 5117 YD1 Inpanel/ A

**ANALYSIS / EXPLANATION**

- Ako po si Hershell Roaring ng 5117 na ako mismo nagre-recomit ng mga napuno ng harness sa polybox. Naskaron po kami ng buking harness sa kadalubirang nang time po na yon ay inconsistent po ang ating pagre-recomit ko. Pero po mung pag wala ako yung partner ko yung nagre-recomit. Nagtatara po nang mga oras na yon ay may est na nagpapapirma sa amin, magtatime na po nun ng 1 hour break time hamin. Nadistract na po sigurado di nakapag-focus sa gawain kaya hindi namalayan na kulang yung laman ng polybox. Tapos po nung mga sumunod na product pagtapos mamipact ay di na napansin ang paglabas ng "Last polution Card isn't full" kaya nung mag-error di na nalaman ng Jr. Stapp kung doung mga nangyare.

- Persistent po dahil masan po ay nagtatlambakan lalo na po pag mayro delay po kami

**COUNTERMEASURE**


- Consistent na pagre-recomit ng bawat balabas na harness
- Pag-Confirm at check ng bawat Harness Inland ng Lot number lalo na ang pag-confirm
- Focus sa lahat ng ginagawa
- Pagcabi sa Jr. Stapp kapag nag-eenter ang PC. o pag NG.

☐ Valid

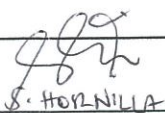
☐ Invalid

☒ 1st offense

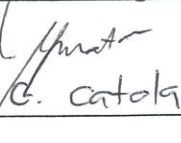
☐ Written Explanation

  
HERSHELL M. ROARING  
Signature over printed name  
(Operator involved)

Checked by :

  
S. HORNILLA

Noted by :

  
G. CATOLA