



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 : 18_PK24270
Quindoza, Rochelle Salvador *R. Quindoza*

FROM : PKIMT Management

SUBJECT : : Notice for Suspension

No. of Offense : 1st offense

DATE : August 26, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense: <i>Act - 1 DAY SUSPENSION</i> <i>PEP. 24, 2019</i>	
Line	<i>5702</i> <i>hw</i>
ACKNOWLEDGE BY:	
MANAGER	<i>CLAMER</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/16/2019 to name: Quindoza, Rochelle Salvador

Violation Offense No.V

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:

Non compliance Insert-Pull Method

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:

CLAMER
PKIMT Management

Conforme: *R. Quindoza*
18_PK24270

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 : 18_PK24270

Quindoza, Rochelle Salvador

R. Quindoza

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 24-Aug-19

This refers to the alleged offense(s) you have committed at 16-Jul-19 to name: Quindoza, Rochelle Salvador

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:

Non compliance Insert-Pull Method

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:

R. Quindoza

18_PK24270

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION



FAS

Control No: FALP-1A-1907-546



AGENCY

Please Specify: PKMT

<u>J. Vintora</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Quindaza, Rochelle
Position: Associate
ID Number: 18PK24270
Batch No.: 218
Car Model/Line: Suzuki VVT Main / 5102

Process: Sub- Assy
Group/Shift: NS/B
Date/ Time: 07-16-19
No. of Offense: 1st Offense
Superior Name: C. Carables

Audit Findings: Non-compliance on Insert-Pull method

Details: Conduct advance insertion on connector PB-H-1F, wire color: R/, due to not referring on Sub Pc.
Remarks: with 1st warning before.

WRITTEN EXPLANATION

AKO PD SI ROCHELLE S. QUINDAZA NA NAGKARDON NG AUDIT NA ADVANCE INSERTION SA WIRING HINDI 16.2019. AKALA KO TO KASI AY NAKAPAG-INSERT NA ANG AKING PARTNER KAYA NAGAWA KO PD AGAD NA MAKAPAG-INSERT SA CONNECTOR NA PBH-H-1F-B. HINDI KO NAMAIN PD INTENSION GUMAWA NG BAGAY NA HON DAPIL ALAM KO PD NA BAWAL NAGKATON LANG PD NA HINDI AKO NAKATINGIN SA SUB PC KAYA PD NAGAWA KUNG MAGI-ADVANCE INSERTION. HINDI KO NA TO WULITIN ANG NAGAWA KUNG MAGKAKAMALI.

Remarks/ Evaluation:

please issue Penalty. [Signature]

[Signature]
Signature of Employee
Date: 7/17/19

[Signature]
Jr Staff
Date: 7/17/19

[Signature]
Staff
Date: 7/17/19

[Signature]
Supervisor
Date: 8-5-19

[Signature]
Manager
Date: 8/5/19