



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_PK25962
NAME Evangelista, Danica Velasquez *gw*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE October 22, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st</i> <i>1 day suspension</i> <i>11/6/2019</i>
Line	<i>5513/B</i>
ACKNOWLEDGE BY:	<i>[Signature]</i> <i>11/20</i>
MANAGER	<i>[Signature]</i> <i>11/20</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/18/2019 to name: Evangelista, Danica Velasquez

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 following SOP-Conduct Manual insertion

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: *[Signature]*
18_PK25962

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 : 18_PK25962

NAME : Evangelista, Danica Velasquez

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 22-Oct-19

This refers to the alleged offense(s) you have committed at 18-Sep-19 to name: Evangelista, Danica Velasquez

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

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NOTED BY:

PKIMT Management

Conforme:

18_PK25962

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: 7012-19-1009-1288

☐ AGENCY

Please Specify: PKINT

<i>Dieh</i> E. Maquez	<i>EM</i> G. Magadia
Audited By:	Noted By:

Name: Evangelista, Danica
Position: Associate
ID Number: 12- PK25062
Batch No.: 227
Car Model/Line: Suzuki 12.12

Process: subassy
Group/Shift: DSIN
Date/ Time: Sept 18, 2019 1:05
No. of Offense: 1st
Superior Name: R. Garmiento

Audit Findings: Non compliance on Insert Pull Method

Details:

Conduct manual insertion on conn: MK-GFS
wire color: GR, Y/L, LG, W, GR

WRITTEN EXPLANATION

Ang araw pong iyon ay nagkaroon ng problema ang sub 9, ayaw pong gumana ng touch bar kapag nagsu-sub. Halos katabating line na po ang alang lay-out. Pinuntahan ko po ang support operator (si Joann) sinabihan ko po na mag-advance ko sa paglalagay ng YD. Pung madyo matagal na di pa rin narayos ng EQ ang sub-PC sobi ko po mag-advance na siyang mag-insert sa MK-GFS dahil kapag narayos naman po ang sub-PC irere-sub naman po ang matching connector dahil ang kabilang terminal ay iniinsert sa connector na SS6-15N28L52F1-Gr at hindi pwedeng hindi idadaan sa sub-PC. Alam ko pong mali ang ating paggawa, eto naman po ay nagyon ko bng napua dahil gusto ko lang na makabriged at makatubal sa deky. Pagensya na po at di ko na ulitin.

1. Next time po di ko na gagawin ang paglabag sa SOP. Hihintayin ko na bng pong narayos ang sub-PC bago ako magcubang magsub.

Remarks/ Evaluation:

It's ok to stop if there's problem on your process just inform your superior.

1550 Penalty

<i>EW</i> Signature of Employee Date: <u>9-29-19</u>	<i>Joann</i> Jr Staff Date: <u>9-29-19</u>	<i>R. Garmiento</i> Staff Date: <u>9-30-19</u>	<i>Dieh</i> E. Maquez Supervisor Date: _____	<i>hhu</i> T. Garmiento Manager Date: <u>10/16/19</u>
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