



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\_PK15731  
Magalona, Ana Marie Paran *gH*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : 17-Dec-18

<b>PKIMT</b>	<b>ACKNOWLEDGEMENT FORM</b>
<b>COMMENTS/ ASSESMENT</b>	
No. Offense: 2nd	
Suspended Jan. 10, 2019	
D/S pagbabalik 01/11/18	
Line	Suzuki 5120
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>H. Magalona</i> / 12-17
Signature OverPrinted name/ Date	

This refers to the alleged offense(s) you have committed at 1-Dec-18 to name: Magalona, Ana Marie Paran

**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:**

**Not following SOP- Stop, call and Wait rule**

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:**

*Chlorine*  
**PKIMT Management**

Conforme: *gH*

17\_PK15731

FURUKAWA - Production Operator

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



Service Support Building (SSB), Administration Area, 200-27, Nasse 2 Rd, 111, P.O. Box 10000, Davao City, Philippines

Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 17\_PK15731

Magalona, Ana Marie Paran *gk*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 14-Dec-18

This refers to the alleged offense(s) you have committed at 1-Dec-18 to name: Magalona, Ana Marie Paran

**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- Stop, call and Wait rule**

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:**

*gk*  
\_\_\_\_\_  
ANNA M. MAGALONA

Conforme: *gk*  
\_\_\_\_\_  
17\_PK15731

FURUKAWA - Production Operator

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

To whom it may concern,

Please issue disciplinary action to the employees who violated  
STOP, CALL & WAIT Rule at line 5120  
Violations were evident in the CCTV footage reviewed by management.  
Attached herewith are their written explanations.

For your consideration

We will be waiting for your action

God Bless

Thank you!

H. M. Manzano (Asst. Manager - PDI)  
Prepared by

K. Cabrera (Section Manager - PDI)  
Noted by

## WRITTEN EXPLANATION

Name: Magalona ANA MARIE P. (PKIMT)

Line: 5120

Defect: IRCS SWITCH OFF W/O INFORMING TO SUPERIOR

Ako po si Ana Marie P. Magalona, ako po ay Inspector ng 3U751. Inaamin ko po na ako po ay nag-advance sa pag-dimension sa kadahilananang NG po ang aking IRCS, kaya ko lang naman po nagawa yun ay dahil sa tambakan po ang product na iniinspect ko, kaya po para hindi ako matambakan ay nagawa ko po iyun. Mung mga oras na yun po ay kaya po namin napatay ang IRCS kasi po naghang. Mung binuksan po namin nag direktso na po kami sa pag-inspect nang magbarcode na po ako, hindi po gumana yung una kong Barcode at nailipat ko kaagad sa pangalawa kaya po nag NG ang IRCS ko, kaya nagawa kong mag-advance.

Umalis po ako ng portion ko kasi hinahanap ko po ang aking "Line Leader" para magpa BARCODE.

"Hindi ku na po ulit, ulitin ang mag-advance"

ANA MARIE MAGALONA  
Signature of Employee

JOSE C. CASTRO  
STAFF

ANA MARIE MAGALONA  
JR. STAFF

P. PERALTA  
SUPERVISOR

Noted Hery



DATE: 12/5/18

OFFENSE: NOT FOLLOWING STOP, CALL & WAIT

**WRITTEN EXPLANATION:**

Ako po si ANA MARIE P. Magalana, ako po ay Inspector ng 36751. Inadamin ko po na ako ay nag-advance sa pagda-dimension sa kadahilananang NG po ang aking IRCS, kaya ko lang Namam po magawa yun ay dahil sa tambakan po ang product na iniinspect ko kaya po para hindi ako matambaran ay magawa po po Mon. Ng mga oras na yun po ay kaya po namin napatay ang IRCS kasi po nagtango. Nung binuksan po Namin nagdirecto na po kami sa pag-inspect nang nagbarcode na po ako, hindi po gumana yung una kong barcode at nailipat ko kaagad sa pangalawa kaya po ng NG ang IRCS, ko kaya magawa ko po magadvance. Umalis po ako ng portion ko kasi hinaharap ko po ang aking Line-Leader para magpa barcode.

**COUNTERMEASURE:**

- Susunod na po ako sa SOP,
- hihintayin ko na lang po ang aking Line Leader na sita na ang magpatay at magbuhat ng IRCS.
- hindi na po ako mag advance.

ANA MARIE P. MAGALANA  
Signature over Printed Name

Car Model / Line