



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\_PK33157  
NAME : Pagulayan, Grace *G. Pagulayan*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : September 26, 2020

PKIMT  
No. Offense: *1st Offense*  
*1st Offense*  
*1st. 13. 2020*  
*1st. 13. 2020*  
Line/Shift *D 2nd*  
ACKNOWLEDGE BY:  
MANAGER *[Signature]*  
Signature Over Printed name/ Date *6/16/2020*

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

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 advance 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]*  
19\_PK33157

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\_PK33157  
NAME : Pagulayan, Grace  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 25-Sep-20

This refers to the alleged offense(s) you have committed at 16-Jul-20 to name: Pagulayan, Grace

**Violation Offense I 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 :

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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: \_\_\_\_\_

19\_PK33157

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☒ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A-2007-1446

|                         |                     |                 |
|-------------------------|---------------------|-----------------|
| <u>for L. De Castro</u> | <u>K. Hernandez</u> | <u>J. Reyes</u> |
| Audited By:             | Checked by:         | Noted By:       |

Name: Regulayan, Grace  
 Position: Associate  
 ID Number: 19PK 33 157  
 Batch No.: 206  
 Car Model/Line: Palatino 2104

Process: sub assy  
 Group/Shift: NS-A  
 Date/ Time: July 11, 2020 / 3:50  
 No. of Offense: 1st  
 Superior Name: J. Morales

Non-compliance Reference/Document

Control Number:

FALP- W1-PRD-SA-043

## Details of Audit Findings:

Not Following SOP  
conduct advanced insertion on conn. SS - TND - 20F. & xk / TND - 20M wire color: br / y/

## WRITTEN EXPLANATION

ipagmamahlin nyo po ang aking gagad advance insertion sa kadahilanan  
pong nagkatabang delay kami nung nakaraan dahil po sa big product kame  
kaya po nagawa kong gagad advance insertion.  
(Countermeasure: )  
➤ Sa susunod po ay hindi ko na ulitin at susunod na po  
ito sa standard.

## REMARKS/ EVALUATION



Agency/FALP Written Only(based on handbook)

|  |  |   |   |  |
|--|--|---|---|--|
| <u>M. Regulayan</u><br>Employee<br>Date: <u>07/11/20</u> | <u>J. Morales</u><br>Jr Staff<br>Date: <u>07/11/20</u> | <u>J. Morales</u><br>Staff<br>Date: <u>07/11/20</u> | <u>S. Morales</u><br>Supervisor<br>Date: <u>7-25-20</u> | <u>J. Morales</u><br>Manager<br>Date: <u>8/12/20</u> |
|--|--|---|---|--|