



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_PK24465
Navarro, Airen Bronia *gim*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 17-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	FOR 1 st TIME SUSPENSION 1st JPM 21-22 VM 21-22, 2019 will report Jan 23 @ R
Line	PURUKA 0723 - B
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 12-17 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 7-Dec-18 to name: Navarro, Airen Bronia

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-Non compliance on 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK24465

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

[Handwritten note]
Exconde
Mangrove
Cagila



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

MEMORANDUM NO. HRADM

TO : 18_PK24465

Navarro, Airen Bronia ✓ *Jm.*

FROM : PKIMT Management

SUBJECT : Notice to explain

No.of Offense : 1st offense

DATE : 15-Dec-18

This refers to the alleged offense(s) you have committed at 7-Dec-18 to name: Navarro, Airen Bronia

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-Non compliance on 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:

Jm.
PKIMT Management

Conforme: *Jm.*
18_PK24465

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: 541-12-18

<i>[Signature]</i>	<i>[Signature]</i>
Audited By:	Noted By:

Name: Navarro Aileen
 Position: associate
 ID Number: 18-PK24465
 Batch No.: 218
 Car Model/Line: SUZUKI YOI / 5163

Process: lay out
 Group/Shift: B / 29
 Date/ Time: 12 / 07 / 18 1:15 pm
 No of Offence: 1
 Superior Name: J. Matibag

Audit Findings: Non compliance on Insert Pull method

Details:

> Not conduct Pulling of wire
 on conn. CG-TP. 22F
 wire color: R / R/
 Product: 04620-79 Ruo (1) - 2-P
 59R692 00076

WRITTEN EXPLANATION

Oko po si airen Navarro ay nangahulitan ng 1 alert na hindi nagpupulling sa kadahilangang nag click naman po yung wire sa connector paginsert ko nagkataon lang po na nakita ako ng 1 alert na hindi ko po sa pull ng apas sa pagmamadali ko na ni po nun gawang delay din po ang aking portion.

sa secured po siisigurduhin ko nang mapull ko ng apas ang aking insertion para di na ako ulit makaron ng written.

Please Issue I.R

Remarks/ Evaluation:

I RECOMMEND TO ISSUE 1 DAY SUSPENSION DUE TO NOT FOLLOW THE SOP RESULTING TO TBO

[Signature]
 Signature of Employee
 Date: 11/10/2018

[Signature]
 Jr Staff
 Date: 12-10-18

[Signature]
 B. FERNANDEZ
 Staff
 Date: 12-10-18

[Signature]
 M. Matibag
 Supervisor
 Date: 12-10-18

[Signature]
 H. Matibag
 Manager
 Date: 12/11

E. Claverin 12/13 151