



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_PK23761
NAME : Enriquez, Rosemarie Dela Torre
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 7/31/2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	
1st - 10day suspension	
Aug. 26, 2020	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/14/2020 to name: Enriquez, Rosemarie Dela Torre

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:


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:


PKIMT Management

Conforme: 
18_PK23761

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_PK23761
NAME : Enriquez, Rosemarie Dela Torre
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 7/14/2020 to name: Enriquez, Rosemarie Dela Torre

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

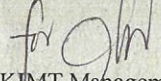
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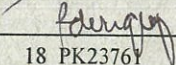
Non-Compliance on Inset-Pull Method

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:


PKIMT Management

Conforme: 
18_PK23761

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRIMI

Control No: FAIP-1A-2007-1426

<u>L. Cabatana</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Enriquez, Rose marie
 Position: Associate
 ID Number: RPH23761
 Batch No.: SIS
 Car Model/Line: Suzuki G108

Process: Sub assembly
 Group/Shift: NS-A
 Date/ Time: JULY 14, 2020 / 8:20
 No. of Offense: 1st
 Superior Name: K. Sanggalang

Non-compliance Reference/Document
 Control Number:

IRRA - 2018-04-14

Details of Audit Findings:

Non compliance on Insert Pull method
associate conduct mass pulling on non-ICH-BF during sub assy process-

WRITTEN EXPLANATION

AKO PO SI ROSEMARIE D. ENRIQUEZ AY NAKITA NI MANI LADY (ALERT) NA NAGMASS -
PULLING INAMUN KO PONG NAG MASS PULLING NGA PO AKO HUNG TIME NAYON DAHIL PO SA UNANG
PULL KOPO SA ICH-BF AY HINDI PO AGAD TUMUHOG. SECOND ALERT KO PO AY NAPA MASS PULL
NA PO AKO. LAST INSERTION NADIN PO KABI YON, KAYA KO PO NAGAWA NA MASS PULL NA PO AKO.
MAY TIME PO KABI SA IYANG MAHIRAP HILAHIN.
SA SUSUNOD PO, IF EVER NA DI PO AGAD MAG PULL, HINDI NA DO INA-MASS PULL.
ISA-KAHIN KO NA PO ANG PAPA PULL NG CHIKAKARI.

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).
☐ Agency/FALP Written Only(based on handbook)

<u>Enriquez</u> Employee Date: <u>JULY 14, 2020</u>	<u>S. Sanggalang</u> Jr Staff Date: <u>JULY 16, 2020</u>	<u>K. Sanggalang</u> Staff Date: <u>07-16-2020</u>	<u>O. Caratelles</u> Supervisor Date: <u>7-16-2020</u>	<u>V. Roa</u> Manager Date: <u>7-17-2020</u>
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Handwritten note: new 9/20