



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\_PK18208  
Danavar, Veronia Seña  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : 17-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd FOR 6 to 10 DAYS SUSPENSION JAN. 13, 14, 15, 16, 17, 18, 2019
D/s pagbabalik 10/19	
Line	Guzuki 1724- B
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>[Signature]</i> / 12-17	
MANAGER	<i>[Signature]</i> / 12-17
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 4-Dec-18 to name: Danavar, Veronia Seña

**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]*

17\_PK18208

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 : 17\_PK18208  
Danavar, Veronia Seña *new*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd offense  
DATE : 15-Dec-18

This refers to the alleged offense(s) you have committed at 4-Dec-18 to name: Danavar, Veronia Seña

**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:**

*Amclaveri 12/18*  
**PKIMT Management**

Conforme: *[Signature]*  
17\_PK18208

FURUKAWA - Production Operator

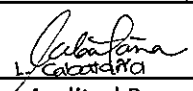
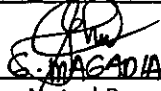
(Please attach your written explanation upon returning of this letter)

# I ALERT WRITTEN EXPLANATION

Control No: <sup>20</sup> ~~515~~ <sup>515</sup> 58544 - 12-18

☐ FAS

☒ PKIMT

	
Audited By:	Noted By:

Name: Ranavar, Veronica Sena  
 Position: Associate  
 ID Number: 12-PK18208  
 Batch No.: 101  
 Car Model/Line: Suzuki D1 / 5124

Process: Sub- Assy  
 Group/Shift: B-DS  
 Date/ Time: 12-04-18 / 2:10 pm  
 No of Offence: 1st offense  
 Superior Name: G. Esquellera - PO Jr. Staff

Audit Findings: Non-compliance on Insert - Pull Method

Details:

Conduct advance insertion on conn:

\* MC-E-P2FCP - B1 G/ Product: 3663D-79RGD






\* SS-TSND-18M-Gr - B1 G/

## WRITTEN EXPLANATION

Ako po si Veronica Ranavar ay nahuli pong nangyayari sa insertion  
 ng konektor sa pinagpapalit ng konektor. Ito ay nangyayari sa  
 mga konektor na may ibang produkto. Kaya po ay matagal  
 na rin sa ibang produkto. Ito ay nangyayari sa mga konektor  
 na may ibang produkto. Kaya po ay matagal na rin sa ibang produkto.  
 Alam ko na may mga konektor na may ibang produkto. Kaya po ay  
 matagal na rin sa ibang produkto. Kaya po ay matagal na rin sa ibang produkto.

## Remarks/Evaluation:

Please Issue I.R

 Signature of Employee Date: <u>12-05-18</u>	 G. Esquellera Jr Staff Date: <u>12-05-18</u>	 M. URBANO Staff Date: <u>12-05-18</u>	 M. Urbano Supervisor Date: <u>12-05-18</u>	 H. Urbano Manager Date: <u>12/05/18</u>
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E. Claveria 12/10 and