



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_PK26901
Julao, Hannah Janne Loro

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 4-Jan-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ASSESSMENT	
No. Offense:	1st 1-5 DAYS SUSPENSION
Line	D2106 1B
Jr. Staff	3 days
Staff	Not 2-14 Jan 15-17
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 24-Sep-18 to name: Julao, Hannah Janne Loro

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:


Non-compliance on Insert - Pull Method ~ Admitted doing manual insertion on sub assy process when delay

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_PK26901

FURUKAWA - Production Operator

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

MEMORANDUM NO. HRADM

18_PK26901

TO : 18_PK26901
Julao, Hannah Janne Loro
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 1st offense
DATE : 26-Nov-18

This refers to the alleged offense(s) you have committed at 24-Sep-18 to name: Julao, Hannah Janne Loro

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 ~ Admitted doing manual insertion on sub assy process when delay

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:

PKIMT Management

Conforme: _____

18_PK26901

FURUKAWA - Production Operator

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

2 3 4 5 6 7 8 9 10 11 12 13 14

OFFENSE: _____

WRITTEN EXPLANATION:

Noong nasa line po ako na 6101 ng Nissan umamin po akong nagmamamamual dahil nagkaroon po ng TBO. Ako po ang naipit ng mga oras yun kahit alam ko naman pong hindi ako ang may kasalanan nun. Noong nagpaprocess po ako may support po ako at si yun po ang line leader na expert na si Ate Jay. Hati po kami ng ini-insert sa bandang kanan po ako at sa kaliwa sya. Noong nagkaribo po sa part nya po yun. Nagtaka po ako dahil bakit po sa akin "NANAMAN" sinisisi samantalang ang pagkakaalam ko po ay hindi sa aking part yun. Opo, nagmamamamual po ako kapag sya ang nagiging support ko dahil nagmamamamual po sya. Delay dahil po kasi kaya nagmamamamual kaya napapamamual rarin po ako. Pero kapag ako lang po ang nagpaprocess mag-isa standard po ang ginagawa ko. May nakikita pa po ako na sinusundot nya tung gumusen pag nagloloowering. Nagkaroon din po kasi dati ng kasalanan gumusen lowering na sa akin din po sinisi kahit nakita ko pong sinusundot nya tung gumusen.

And after po ng nangyari sa amin may attitude po sya na ^{hindi} dapat. Alam ko po ~~ang~~ kapag nasa tala po ako. Maraming naman po ako sumunod pero sara po kapag sinabing leader, leader po talaga. Kasi hindi naman po tala na pagtapos ng nangyari e babanggain nya po ako sa may canteen. Marami po nakikita na ganun po ginawa nya. Marami pong salamat at binigyan nyo po ako ng pagkakataon para ipaliwanag po ang nangyari.

COUNTERMEASURE:

Kahit Narealize ko po na kapag alam ko po na mali ang ginagawa hindi na dapat gayahin pa. At hinding hindi na po ako magmamamamual pa.

Hannah Janice Julao
Signature over Printed Name

Car Model / Line