



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\_PK35116  
NAME : Tila, Janice Telan  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : September 29, 2020

PKIMT	
ACKNOWLEDGEMENT FOR/VI	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 10 DAY SUSPENSION OCT. 16, 2020
Line/Shift	PURUKU (703)
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/24/2020 to name: Tila, Janice Telan

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 - Associate conduct advance insertion on connector**

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 PK35116

FURUKAWA - Production Operator

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





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

**MEMORANDUM NO. HRADM**

TO : 19\_PK35116  
NAME : Tila, Janice Telan  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 28-Sep-20

This refers to the alleged offense(s) you have committed at 24-Jul-20 to name: Tila, Janice Telan

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

  
19\_PK35116

FURUKAWA, Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FAUP-11-2007-1533

<i>F. S. Cervel</i> Audited By:	<i>S. Hernandez</i> Checked by:	<i>J. Reyes</i> Noted By:
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Name: Tila Janice Telan  
Position: Associate  
ID Number: 199K3616  
Batch No.: 273  
Car Model/Line: SU2UK1 6LD 19 103

Process: sub-assembly Process  
Group/Shift: NS/B  
Date/ Time: JULY 24, 2020 16:30  
No. of Offense: 1st Offense  
Superior Name: M. Neu

Non-compliance Reference/Document Control Number:

FAUP-WI-PRD-SA-642

sub-assembly Process

Details of Audit Findings: Not following SOP - Associate conduct advance insertion on connector SSC-TN-4  
20M during process wire color SB/ BK/ RF/

## WRITTEN EXPLANATION

Oko po ay na audit sa kadahitiran po na ako ay nahuli na mag advance insertion dahil ako ay nagmamadali na po dahil malapit na po kasing mag time at big product po ang aming run. hindi ko naman po binabadya talaga pang nagmamadali lang po nangangako po ako na hindi na muling mauulit po ag ako ay busunod na sa company standard.

## REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<i>J. Telan</i> Employee Date: 7-28-2020	<i>S. Hernandez</i> Jr Staff Date: 7-28-2020	<i>M. Neu</i> Staff Date: 7/28/20	<i>M. Neu</i> Supervisor Date: 8-01-2020	<i>V. Rodriguez</i> Manager Date: 8/11/20
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