



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Bataan  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 1 DAY SUSPENSION
	AUG. 12, 2020 <i>[Signature]</i>
Line/Shift	07/17 <i>[Signature]</i>
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

**MEMORANDUM NO. HRADM**

TO : 18\_PK26497

NAME : Cornejo, Diana Jean Soriano *[Signature]*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 7/31/2020

This refers to the alleged offense(s) you have committed at 7/14/2020 to name: Cornejo, Diana Jean Soriano

Violation Offense No. V

Section No. 10

**OFFENSES AGAINST COMPANY INTEREST**

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 did not use fuse plate during fuse attachment

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:**

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
18\_PK26497

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\_PK26497  
NAME : Cornejo, Diana Jean Soriano   
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: Cornejo, Diana Jean Soriano

**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

Description :

**Not Following SOP - Associate did not use fuse plate during fuse attachment**

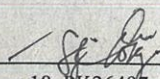
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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:

  
18\_PK26497

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMJ

Control No: FAIP-1A-2020-1413

For: <u>A. Brucal</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Cornejo, Diana Jean  
Position: Associate  
ID Number: 18 PK 26497  
Batch No.: 229  
Car Model/Line: Suzuki 1517

Process: ECI  
Group/Shift: NC-A  
Date/ Time: July 14, 2020 / 8:25  
No. of Offense: 1st  
Superior Name: M. Ursua

Non-compliance Reference/Document  
Control Number:

FAIP- WI- PRD- 058

## Details of Audit Findings:

Not following SOP  
associate did not use fuse plate during fuse attachment on SMM. PPL - 379 R00

## WRITTEN EXPLANATION

Ako po ay di gumagamit ng fuse plate dahil nakakapangpadilay po ito sa aking ginagawa, tambakan po base nung panahon ng ipon pero gumagamit naman po ako kapag di tambakan. Sa susunod po ay lagi nako ng gagamit ng fuse plate tambakan man o hindi.

## 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).

<u>[Signature]</u> Employee Date: <u>July 21, 2020</u>	<u>[Signature]</u> Jr Staff Date: <u>7/21/20</u>	<u>[Signature]</u> Staff Date: <u>7-21-20</u>	<u>[Signature]</u> Supervisor Date: <u>7-21-2020</u>	<u>[Signature]</u> Manager Date: <u>07/21/20</u>
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## Description:

**Not Following SOP - Associate did not use fuse plate during fuse attachment**

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This is for your guidance and strict compliance.

## NOTED BY:

[Signature]  
PKIMT Management

Conforme: [Signature]  
18\_PK26497

FURUKAWA - Production Operator

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