



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_PK19462
NAME : Diaz, Avelina Marson
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : December 19, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 1/8/2020
Line/Shift	S-5102
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/16/2019 to name: Diaz, Avelina Marson

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 in Sub assy process

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:

17_PK19462

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_PK19462
NAME : Diaz, Avelina Marson
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : *3rd* 3rd offense
DATE : 19-Dec-19

This refers to the alleged offense(s) you have committed at 16-Oct-19 to name: Diaz, Avelina Marson

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

17_PK19462

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-1A-1910-1824

☒ AGENCY

Please Specify: PKMT

<u>A. FAMILSARAN</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Diaz, Avelina

Process: Sub assy

Position: Associate

Group/Shift: DS/A

ID Number: 11PM 19462

Date/Time: Oct. 6, 2019 / 1:00

Batch No.: 199

No. of Offense: 1st

Car Model/Line: Suzuki 101 main / 5102

Superior Name: G. Santos

Audit Findings: Not following SOP

Details:

Not referring on sub PC during insertion of wires on 1st / 1st 14-26M (Sub 12)

Product: 34064: 64PLD

59.14C79

WRITTEN EXPLANATION

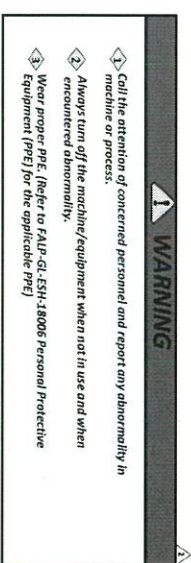
Ako po si Avelina M. Diaz ay nagkaroon ng Audit na hindi pagtingin ng sub PC habang nagsub. 4 wires daw po ang na insert ko di ako tingnangin sa PC Natingin naman po ako hindi lang po tiaga habata kasi po eye level lang naman po kasi ang PC ko kaya minsan po talaga ay mata lang po ang itiningin ko sa ~~PC~~ PC.

Remarks/ Evaluation:

<u>[Signature]</u> Signature of Employee Date: <u>10/21/19</u>	<u>[Signature]</u> Jr Staff Date: <u>10/21/19</u>	<u>[Signature]</u> Staff Date: <u>10/25/19</u>	<u>[Signature]</u> Supervisor Date: <u>10/27/19</u>	<u>[Signature]</u> Manager Date: <u>10/28/19</u>
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[illegible]

STEP 5.
Click Select Group Button.
On Select Group, choose the required group of the part number.



STEP 9. "Finish" word will pop up on the PC as indication of end process.

Note: Put "Unfinished Tag" when associate needs to leave

