




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\_PK24904  
Senangelo, Angelika Hiwatig -   
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : 9/13/2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 day Suspension
	Sent 26, 2019
Line	TA107-A
ACKNOWLEDGE BY: 	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/6/2019 to name: Senangelo, Angelika Hiwatig

**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:**

**Accumulated harness after Dimension process found without pen marking -not following inspection SOP**

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\_PK24904


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\_PK24904  
Senangelo, Angelika Hiwatig   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd offense  
DATE : September 7, 2019

This refers to the alleged offense(s) you have committed at 09/06/2019 to name: Senangelo, Angelika Hiwatig

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

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**Description:**

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**PKIMT Management**

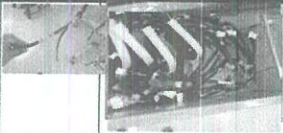
Conforme:   
18\_PK24904

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT  
(NS - Gold Adriano)

Date: September 06, 2019

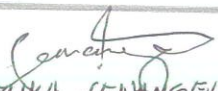
Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person In-charged	Status/Remarks
6	09/06 NS	Toyota line 4103			Accumulated harness after dimension process found without pen marking -not following inspection sop	NG	Advised junior staff to check and to remind inspector to follow sop		Senangelo Angelika-PKIMT	Bernadeth Ramos	Toyota	Ma'am Kath	For Monitoring

OFFENSE: \_\_\_\_\_

DATE: 9/9/2024

WRITTEN EXPLANATION:

Hindi po ako nakapaglagay ng pen mark sa ~~kar~~dahilan po dalawa ang aking naging portion nung araw na yun Dimension-ECR po ang process ko dahil po sa hindi kuna nailagyan ng penmark ay humapit po ako at kinuhanan po kami ng tao. Kaya po nakalimutan kuna din po ito/pagyan.

  
ANGELIKA JEMUEL 4103

Signature over Printed Name / Line