



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_PK23207
Abaco, Christine Villanueva / *C. Villanueva*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 25, 2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:	1st	1 day suspension April 2, 2019	
Line	CS111		
Jr. Staff			
Staff			
ACKNOWLEDGE BY:		<i>Katherine O. Cabrera</i>	
MANAGER		KATHERINE O. CABRERA	
Signature Over Printed name/ Date			

This refers to the alleged offense(s) you have committed at 8-Mar-19 to name: Abaco, Christine Villanueva

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:

Not following SOP- not using COT jig

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*

18_PK23207

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_PK23207

Abaco, Christine Villanueva / *[Signature]*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 21-Mar-19

This refers to the alleged offense(s) you have committed at 8-Mar-19 to name: Abaco, Christine Villanueva

Violation Offense No. 3

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- not using COT jig

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_PK23207

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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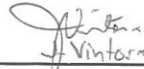

FAS

Control No: FAL-1A-1903-172

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AGENCY

Please Specify: PKMT

 Audited By:	 Noted By:
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Name: Christine Alarcon
Position: Associate
ID Number: 15-PK23207
Batch No.: 2012 212
Car Model/Line: Suzuki KA/5111

Process: Bukumi
Group/Shift: B/NS
Date/Time: 03-05-19/02:50am
No. of Offense: 1st offense
Superior Name: R. Medrano

Audit Findings: Not following SOP

Details: Not using cot jig on Bukumi process

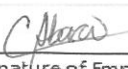
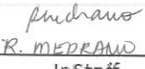
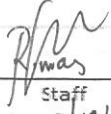
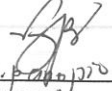
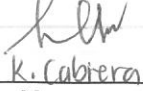
WRITTEN EXPLANATION

Dalawa po kasi ang board ng aking bukumi tapos isa lang pa ang cot jig kung ginagamit, tapos magkalayo po yung dalawang board ng bukumi, kaya pag nalipat po ko sa isang board ng bukumi nakakalimutan kaya pang dalahin ung cot jig sa kabilang board kaya minsan hindi ko po nagagamit ng cot jig. Nahirapan din po ako gamitin ang cot jig kasi po maliit na ncot po yung pinadadaan sa cot jig kaya pag delay po ako ay hindi ko po nagagamit ang cot jig para mapabilis po ako sa pagbabukumi ko.

Hindi kona po ulit ulitin ang hindi paggamit ng cot jig.

Remarks/ Evaluation:

Please Issue I-R

 Signature of Employee Date: <u>03-12-19</u>	 R. MEDRANO Jr Staff Date: <u>03/12/19</u>	 Staff Date: <u>7/10/19</u>	 V. P. P. Jr Supervisor Date: <u>03/14/19</u>	 K. Cabrera Manager Date: _____
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Jm 3/21

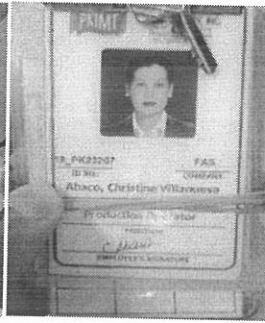
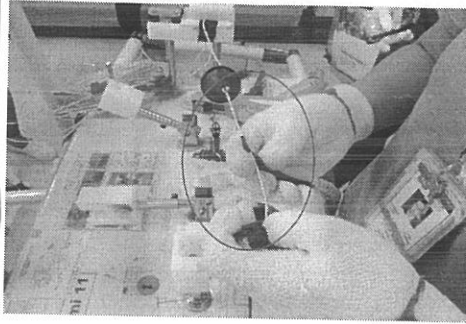
iAlert Line Audit Report

Car Model SUZUKI YD1
 Date/Time: 03-08-19 /02:50 am
 Line/ Process 5111 /BUKUMI PROCESS
 Shift/ Group NS-B
 Person Informed R.MEDRANO

Details

Picture

Action Taken



Associate caught NOT USING COT JIG
 during attachment of NCOT5 at bukumi
 process