

**MEMORANDUM NO. HRADM**

TO : 18\_PK22305  
Briton, Vernah Dette Escarez *[Signature]*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : August 19, 2019

| PKIMT ACKNOWLEDGEMENT FORM |   |
|----------------------------|---|
| COMMENTS                   |   |
| No. Offense:               | 2nd<br>Cease Suspension<br>Sept. 2-7, 2019              |
| Line:                      | 11118-B   |
| ACKNOWLEDGE BY:            |   |
| MANAGER:                   | <i>[Signature]</i><br>Signature Over Printed name/ Date |

This refers to the alleged offense(s) you have committed at 7/23/2019 to name: Briton, Vernah Dette Escarez

**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-Unauthorized hidden repair**

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: VERNAH DETTE E. BRITON

18\_PK22305

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1967-653

☒ AGENCY

Please Specify: Print

|                                  |                                |
|----------------------------------|--------------------------------|
| <u>D. Tiemsem</u><br>Audited By: | <u>G. Magadia</u><br>Noted By: |
|----------------------------------|--------------------------------|

Name: Briton, Verna Delle E.  
Position: Associate  
ID Number: 18Pk22305  
Batch No.: 205  
Car Model/Line: Mazda / 1118

Process: Dimension  
Group/Shift: NS/B  
Date/ Time: July 23, 2019/05:42  
No. of Offense: 1st offense  
Superior Name: M. Cortiguerra

Audit Findings: Un-Authorized / Hidden Repair

Details:

> caught pulling of branch from clamp to connector due to encountered short dimension on sea-95

Product #: KN3M-67-130

Lot #: 596R29

Serial #: 000208

## WRITTEN EXPLANATION

Ako po si Verna Delle E. Briton ay nahuli maghila sa dimension pero ang totoo pong ngayari naong aras po na yun ay antok na antok po ako kung kaya't napapapikit po ako. Naong sinukat ko po ang harness ay pasok naaman po to sa toleranse / yellow zone po. Kaso na sa orange / red tagag at di po ako na satisfy na ipasa yun kung kagat hinahan ka posakanti kaso naka akma po ako maghila ay natita na po ako ng i-alert. Pasenya na po di ko na po walitin at hinahinge nalarale ngung pang-vnaah.

Remarks/ Evaluation:

Issue Penalty.

|  |  |   |  |   |
|--|--|---|--|---|
| <u>V. Briton</u><br>Signature of Employee<br>Date: <u>08/06/2019</u> | <u>N. Cortiguerra</u><br>Jr Staff<br>Date: <u>8-6-19</u> | <u>M. Cortiguerra</u><br>Staff<br>Date: <u>08/07/19</u> | <u>G. Magadia</u><br>Supervisor<br>Date: <u>08/09/19</u> | <u>G. Magadia</u><br>Manager<br>Date: <u>8/14</u> |
|--|--|---|--|---|

Gr 8/19