



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 : 16_PK07757
De Luna, Glenzie Ebite *delunaglenzie*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : July 26, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 1 day suspension July 30, 2019
Line	H2115
Jr. Staff	<i>[Signature]</i>
Staff	P.P.
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 7/25
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7/15/2019 to name: De Luna, Glenzie Ebite

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 follow insert Pull method)

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: *delunaglenzie*

16_PK07757

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 16_PK07757
De Luna, Glenzie Ebite *ddungfengio*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : July 16, 2019

This refers to the alleged offense(s) you have committed at 7/15/2019 to name: De Luna, Glenzie Ebite

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

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This is for your guidance and strict compliance.

NOTED BY:

JN
PKIMT Management

Conforme: *ddungfengio*



16_PK07757

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Mheng Marquez)

Date: July 15, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Shift Concern	Person Informed	In-charge Car Model/ Department	Person In-charge	Status/Remarks
1	7/15/2019	Honda line 3115			Associate not follow insert pull method doing mass pulling of wires during process in sub assy, might cause of wrong insert and TBO	NG	Informed junior staff regarding this matter and advised associate to follow SOP in sub process	SOP		N/S	Sara Permijo	Honda	Sir Jhe	for monitoring



DATE: July 16, 2019

OFFENSE: 1st offense

WRITTEN EXPLANATION:

Ako po si DeLuna, Glenzie E. na audit po ng compliance na nag mamass pulling. ~~ako~~ ~~na~~ Nag dutser po kasi yung pc kays po inulit po namin sabay dating po ng compliance... akala po nag mamass pulling po ako, may partner naman po ako nun, nasa joint na po kami nun, hiwa-hiwalay po ang connector nun kaya di po sabay-sabay na mahihila... Wala rin po kasi sound yung pc. namin, ^{pimpanyas} ~~napatayos~~ na po ngun peso di pa po ^{ulit} ~~na~~ nabalik ung pc. para po atang walang makuhang gamit para sa papalit na sirang pyesa...

COUNTERMEASURE:

ipapanyas ang sirang pc upang magkaron ng sound para malaman kung ok na ang iniinsert at hinihila na wire.

^{Glenzie}
DE LUNA, GLENZIE E.

Signature over Printed Name

Henka / 3113

Car Model / Line