



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FTIF, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 17\_PK09803  
Baril, Jelyn Bocado ✓ *J. Baril*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : April 1, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 1 day suspension April 2, 2019
Line	M1123 JB 1ns
Jr. Staff	J. Baril
Staff	McCormick
ACKNOWLEDGE BY:	
MANAGER	<i>J. Baril</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 19-Mar-19 to name: Baril, Jelyn Bocado

**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 following standard inspection flow)**

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:**

*J. Baril*  
**PKIMT Management**

Conforme: ✓ *J. Baril*

17\_PK09803

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\_PK09803

Baril, Jelyn Bocado 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 20-Mar-19

This refers to the alleged offense(s) you have committed at 19-Mar-19 to name: Baril, Jelyn Bocado

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( Not following standard inspection flow)**

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: 

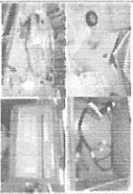
17\_PK09803

FURUKAWA - Production Operator

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

**COMPLIANCE AUDIT REPORT**  
(DS - Pauline P. Agojo)

Date: March 19, 2019

Item #	Date/Shift	Process / Area	Actual Image	Findings/Items for Improvement	OK/ NG	Action	Category	Operator / Concern Person	Concern Shift	Person Informed	Group/Department	Person in charge	Status/Remarks
1	03/19/19 DS	Mazda 1123 Appearance Inspection		Dispensed passed tape left on appearance inspection while one wire harness already placed in covered polyliner allocated for finished goods found without attached passed tape (product: KL3E-67-1901 (5)-6, lot no. 59LD31, serial no. 00155)	NG	Informed junior staff, to remind members to strictly follow inspection standard flow to avoid outflow of missing passed tape	SCP	Jelvin Baril (PKMT)	B / DS	Jackie Indecio	Mazda	Ma'am Rochelle	for monitoring



DATE: 3/23/19

OFFENSE: SOP NOT FOLLOWED

**WRITTEN EXPLANATION:**

Alto po si Jelyn Baril na naudit po dahil po ng hindi ko po nalagay yung passed tape sa harness. Ipagpaumanhin nyo (da) po dahil po ng mga oras na iyon ay saktong tumunog na po yung one hour break sa pagmamadali ko po ay nalagay ko na po yung harness sa polybox na wala pang passed at naka-dispensed po pala iyon sa dispenser kaya gun po agad ko na pang pinatay ang PC at di ko na po nakabit ang passed tape.

**COUNTERMEASURE:**

Sisiguraduhin ko na lang po sa susunod na bago po iiwan o aalis sa area tama na po at tapos na po yung ginagawa, at i check po ng ayos.

Jelyn Baril

Signature over Printed Name

MARDA 1123

Car Model / Line