



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 : 19\_PK34448  
NAME : Morato, Jessa Habana *[Signature]*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : February 12, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
1 day Suspension 2/27/2020	
Line/Shift	H3M4-A - Dayshift
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/26/2019 to name: Morato, Jessa Habana

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- Appearance - Hidden repair**

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]*  
19\_PK34448

FURUKAWA - Production Operator

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



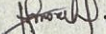


Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines

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

**MEMORANDUM NO. HRADM**

TO : 19\_PK34448

NAME : Morato, Jessa Habana 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 29-Jan-20

This refers to the alleged offense(s) you have committed at

26-Nov-19

to name: Morato, Jessa Habana

**Violation Offense | 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- Appearance - Hidden repair

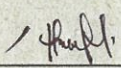
You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

 1/27/20

PKIMT Management

Conforme: 

19\_PK34448

FURUKAWA - Production Operator

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



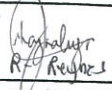
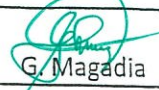
# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR- 1A-1911-3448

☐ AGENCY

Please Specify: PKMT

 R. Reyes	 G. Magadia
Audited By:	Noted By:

Name: Morato, Jessa Process: appearance  
 Position: Associate Group/Shift: MS 1A  
 ID Number: 1A PK 34408 Date/ Time: NW - 24, 2019 | 9:10  
 Batch No.: 270 No. of Offense: 1st  
 Car Model/Line: Honda 3114 Superior Name: P. Magundayao

Audit Findings: un authorized Repair / Hidden Repair

Details: conduct blowing on conn. YR11T N2-DNAF - 2BR

## WRITTEN EXPLANATION

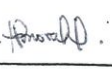




Hinipan ko po ang connector dahil sa maliit na foreign mat malapit sa may mating part, ang foreign mat ay hindi naman po totally nasa loob nang connector o nasa terminal kaya po hinipan ko nalong po nang kaunti kasi po hindi naman uriya nakaparek sa cavity ng connector. Alam ko naman pong bawal mag blow ng connector, pero dahil po yung foreign mat ay nasa hindi mismo sa loob ng cavity o terminal hinipan ko na lang po.

Sa suunod po pagraka encounter po ulit ako ng ganun, tatawag na po ako sa aming junior staff at gagawa ng orange tag para ang foreign mat mapa sa labas o hindi man sa loob ng cavity/terminal ng connector.

2/12/19 - done counseling - 1 day suspension

Remarks/Evaluation:

Issue penalty based from PDP Handbook

 Signature of Employee Date: <u>11/28/19</u>	 Jr Staff Date: <u>11/28/19</u>	 V. Mendez Staff Date: <u>11/28/19</u>	 Supervisor Date: <u>11-28-19</u>	 Manager Date: <u>12/2/19</u>
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