



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\_PK32906  
NAME : Lirit, Joanne Ebite *Joanne*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 22, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i>
<i>1st 1 day Suspension</i>	
<i>10/29/2019</i>	
Line	<i>SS114 / 10</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>KUMANA 10/23</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/18/2019 to name: Lirit, Joanne Ebite

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-Conduct Manual insertion**

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 PK32906

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 : 19\_PK32906  
NAME : Lirit, Joanne Ebite ✓ *Joanne*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 22-Oct-19

This refers to the alleged offense(s) you have committed at 18-Sep-19 to name: Lirit, Joanne Ebite

**Violation Offense I V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

*gn*  
PKIMT Management

Conforme: ✓ *Joanne*

19\_PK32906

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A-1A-09-1289

☒ AGENCY

Please Specify: PKMT

<u>Pasha</u> E. Magaña	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Lirit Joanne  
Position: Associate  
ID Number: PK 12906  
Batch No.: 205  
Car Model/Line: Suzuki 15113

Process: Subassy  
Group/Shift: DLA  
Date/ Time: Sept 18, 2019 8:05  
No. of Offense: 1st  
Superior Name: R. Samiento

Audit Findings: Non compliance on Insert Pull Method

Details:

Conduct manual insertion on com. NK-GES. G:  
wire color: SB, T/L, LG, L, GR

## WRITTEN EXPLANATION

Ako po si Joanne Lirit na nag-support sa yip na nagawa ng advance insertion sa kadenhangang sa sobrang delay ng sub-og at sa h-ong nagira po ang touch bar kaya hindi po agad natapos. Napa po ay magagamit pa yun kaso small product na po ang kaniya na product at kaya po namin yun nagawa ay palos kalahati na ng board ang nagalamas na dapat naming habulin. Sana po ay lubas nyung maunawaan ang daghatkera po naming magawa. Maraming salamat po.

## Remarks/ Evaluation:

Stop-call-wait: Issue penalty

<u>Joanne</u> Signature of Employee Date: _____	<u>J. Pickett</u> Jr Staff Date: _____	<u>R. Samiento</u> Staff Date: <u>9-20-19</u>	<u>Pasha</u> E. Magaña Supervisor Date: _____	<u>hew</u> Ketrera Manager Date: <u>10/15/19</u>
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Ako po ay nagkaroon ng 1-Alert Audit sa  
pag advance Insertion.

Nung araw pong iyon ay support ako sa 5113  
nagkaroon po ng problema sa sub # 9 ayaw pong  
gumana pag ito touch ang terminal. Tumawag po kami  
ng ED medyo nagtagal pong maayos, sinabihan po ako  
ng isang operation na mag advance ng paglalagay  
ng VO, tapos after ilang minuto po binalikán nya ako  
kasi halos nasa last station lay out na po na nalang  
lay out ang sub 9 sinabi nya na mag advance at  
mag manual muna ako o advance insertion sa connector  
ng MK6-F6 dahil kapag daw po maayos na ang sub PC  
ay idadaan naman daw po eto sa sub PC dahil ang  
kabilang terminal naman po ay naka insert sa connector  
na JSG TSN 28L52F1-GR pero nakaka isa pa lang po ako  
ay gumana na ang sub PC. Kaya nagsimula na po akong  
mag sub at yung isang iyon po ay naiwan ko sa sub  
hanger at di ko na naalalang gamitin o i-resub.

Counter measure:

Pasensya na po sa di ko pagrunod sa tamang  
job. di ko na yun uulitin kahit pa delay na  
ang line.

- Jearney