



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_PK33993
NAME : Balicasmaya, Shiela Mae Bergonio
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : October 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 DAY SUSPENSION
	11/20/20
Line/Shift	11/20/20 3128
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

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

SEPT. 12, 2020

to name: Balicasmaya, Shiela Mae Bergonio

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:

Jr Staff and Associate used wrong master sample versus actual Harness

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:

19_PK33993

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-1A-2009-3372

<u>Ganama</u> M. Casama	<u>K. Hernandez</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Baticas Maya Shiela May

Position: associate

ID Number: 19A 33909

Batch No.: 268

Car Model/Line: Honda TKRA 5123

Process: appearance

Group/Shift: NS/A

Date/ Time: Sept 11, 2020 / 8:40

No. of Offense: 1st

Superior Name: M. Lwaring

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-1P-007

Details of Audit Findings:

Not following SOP
Jr. Staff and associate used wrong master sample VS actual harness

WRITTEN EXPLANATION

Gumamit po kami ng ating Jr. staff ng ibang master sample dahil kami po ay nagmamadali na, isang harness lang naman po iyon na iba ang product name kaya hindi na po namin pinalitan, pero yung mga components at taping naman po ng ginamit namin na master sample ay halos parehas po doon sa actual na harness na ininspect namin product name lang po ang pinagkaiba. Isang beses lang po namin iyon ginawa nung araw na iyon lang po, nung mga sumunod naman po at hanggang ngayon pinapalitan na po namin ang master kabit isang product lang po ang dadaan sa amin

As give written explanation to Jr. Staff

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>9/16/20</u>	<u>[Signature]</u> Jr Staff Date: <u>9/16/20</u>	<u>[Signature]</u> E-PE SILVA Staff Date: <u>9/17/2020</u>	<u>[Signature]</u> Supervisor Date: <u>9/17/20</u>	<u>[Signature]</u> Manager Date: <u>9/17/20</u>
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