

PKIMT

No. Offense:

Line/Shift (3962 /R

ACKNOWLEDGE BY

10/3/2020

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

: 18\_PK24353

NAME

Bacruya, Shiela Noleal

FROM

: PKIMT Management

SUBJECT

Notice for Suspension

No. of Offense

: 1st Offense

DATE

November 11, 2020

to name:

ACKNOWLEDGEMENT FORM

COMMENTS/ ASSESMENT

Bacruva, Shiela Noleal

Violation Offense No.

V

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

#### **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:

## Unauthorized repair - Rotating clamp on Dimension

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: ~

FURUKAWA - Production Operator

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

November 9, 2020

TO PKIMT

Sir/Ma'am,

Good day!

Please issue Notice to Explain on employees at the attached sheet Written Explanation who committed non-compliance on SOP.

Please see attached sheet.

Thanks and Best Regards,

Katherine O Cabrera

PD4-Section Manager

NAMEZ:

Dela Torre, Denise

Palma, Maridel

Bricocho, Marry goz

prolanti, Jaimelyn

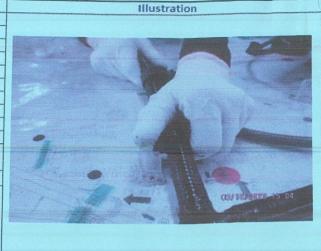
Ybacruya, Shiela

Date & Time	October 03, 2020/8:40
Shift & Group	DS/B
Car Maker/ Model	Suzuki YV7 main
Line No.	5102
Name	Sheila Bacruya
ID No.	18PK24353
Batch No.	219
Process	Dimension
FAS or Agency: specify	PKIMT
Person Informed	M.Bagui
Audited by:	A.Brucal
Reason/Risk-	

#### **Audit Details**

Un-Authorized/Hidden Repair

Associate conduct rotating of clamp due to encountered wrong view of clamp on seq.219 at dimension inspection process



ny clamp na wrong view

Ano sa palagay mo ang epekto nito sa harness?

Magkakaroon ng epekto sa dimension ang harness

Aware ka ba sa Memo ng Non Compliance? Kung oo, ano sa palagay mo ang pwede ipataw sayo? Kung hindi, sinong Jr. staff o staff mo?

00, Ang madari pong penalty sa ginawa ko oy suspension.

## **COUNTERMEASURE**

Tatawag ng junior utaff/leader at hayaang sya nalang ang magrepair nito

# **STAFF REMARKS**

## **SV REMARKS**

issue Memo

present 10 /4/22

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Sign of Employee

CHECKED BY:

Jr. Staff

NOTED BY:

you' judy te A. consulta

Staff

APPROVED BY:

C. Carabres
Supervisor

o. Veng ma