



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\_PK27270  
NAME : Daronela, Abigail - *A. Daronela*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd offense  
DATE : October 17, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd 2 days Suspension 11/9-10/2020
Line/Shift:	02/2021 9716 GA
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 9/18/2020 to name: Daronela, Abigail

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 Stop-Call-Wait**

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: *A. Daronela*  
18\_PK27270

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS  
☐ AGENCY  
 Please Specify: PKM

Control No: FALP-1A-2009-3643

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Name: Baronela, Abigail  
 Position: Associate  
 ID Number: 12PM27270  
 Batch No.: 235  
 Car Model/Line: Suzuki 401/5116

Process: QA  
 Group/Shift: NS-13  
 Date/ Time: Sept 18, 2020 3:15  
 No. of Offense: 1st  
 Superior Name: J. Rasales

Non-compliance Reference/Document  
 Control Number:

**Details of Audit Findings:** Not following JDP. CAR-WAIT, Inspector directly give the harness to production Jr. staff when encountered maximum dimension on leg-61 beam and of tape to extractor. Note: JR staff (QA) is available

## WRITTEN EXPLANATION

Pinareedback ko lang po yung nagitlang dimension sa portion ko kaysa po bilang ang harness sa 3D dimension para makita po na nagmamaximum ang sukat initay po namin ang harness sa dimension kasi nag-inspect na po ulit kami at hindi na po nabantayan sa dimension.

## 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>19-10-20</u>	<u>[Signature]</u> Jr Staff Date: <u>09-10-20</u>	<u>[Signature]</u> Staff Date: <u>9-10-20</u>	<u>[Signature]</u> Supervisor Date: _____	<u>[Signature]</u> Manager Date: <u>9/28/2020</u>
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