



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\_PK36715  
NAME : Conogana, Mary An Torreja  
FROM : PKIMT Management  
SUBJECT : NTS  
No. of Offense : 2nd offense  
DATE : June 25, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd Offense 1 day suspension Done July 02, 2020
Line/Shift	H3MT
ACKNOWLEDGE BY:	
MANAGER	
Signature/Ver Printed name/ Date	

This refers to the alleged offense(s) you have committed at 3/9/2020 to name: Conogana, Mary An Torreja

\*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 using reference jig during attachment of nameplate**

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\_PK36715

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\_PK36715  
NAME : Conogana, Mary An Torreja  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd offense  
DATE : 24-Jun-20

This refers to the alleged offense(s) you have committed at 9-Mar-20 to name: Conogana, Mary An Torreja

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

  
PKIMT Management

Conforme:

  
19\_PK36715

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMPT

Control No: 401P-1A-2003-889

<u>E. ARTAZ</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Gargana, Maryan  
 Position: Associate  
 ID Number: 1900715  
 Batch No.: 208  
 Car Model/Line: Honda/ 3115

Process: Bukumi  
 Group/Shift: NS-B  
 Date/ Time: March 9, 2020/ 9:15  
 No. of Offense: 1st  
 Superior Name: D. Cortez

Non-compliance Reference/Document  
 Control Number:

FAP - 61 - PRO - 6P-2017

## Details of Audit Findings: Not following SOP

Not using reference jig during attachment of nameplate

## WRITTEN EXPLANATION

SIKO PO SI MARYAN T. CONOGANA NA NA AUDIT NG I-ALERT  
SA HONDA 3115 SA KADAHILANANG HINDI PAGAMIT NG NG REFERENCE JIG  
DURING ATTACHMENT OF NAME PLATE. KAYA LAUNG NAMAN PO HINDI AKO  
MINSAN NA GAMIT NG REFERENCE JIG KASI ID MAG BASE PO KALAK SA  
REFERENCE JIG NG CLAMP NG (KAKAPAD) - U

### COUNTER MEASURES:

SA SUSUNOD PO AY GAGAMIT NA PO AKO NG REFERENCE JIG  
AT SUSUNOD NA PO AKO SA SOP.

## REMARKS/ EVALUATION

☐ i-Alert written only

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

☒ Agency/FALP Written Only(based on handbook)

<u>[Signature]</u>	<u>[Signature]</u>	<u>Dianne Cortez</u>	<u>a. [Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: _____	Date: <u>03/13/20</u>	Date: <u>3/13/2020</u>	Date: <u>3/14/20</u>	Date: _____