



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\_PK33328  
De Guzman, Jessabel Cometa / *Jedgyman*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 10/2/2019

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense:	<i>It - for 4 days suspension</i> <i>Oct 1, 3, 4, 5, 7, 2019</i> <i>return Oct 8, 2019</i>
Line	<i>054</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	

This refers to the alleged offense(s) you have committed at 9/13/2019 to name: De Guzman, Jessabel Cometa

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

**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:**

**Non-Compliance on SOP - Attempt to unlock the retainer using Male Terminal**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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\_PK33328

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\_PK33328

De Guzman, Jessabel Cometa - *JG De Guzman*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 14-Sep-19

This refers to the alleged offense(s) you have committed at 13-Sep-19 to name: De Guzman, Jessabel Cometa

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

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:

Non-Compliance on SOP - Attempt to unlock the retainer using Male Terminal

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:

*JG*  
PKIMT Management

Conforme: *JG De Guzman*  
19\_PK33328

FURUKAWA - Production Operator

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



## FAS Coordinator

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**From:** "compliance coordinator" <compliance@pkimt.com>  
**Date:** Friday, September 13, 2019 8:12 PM  
**To:** "FAS Coordinator" <f-coordinator@pkimt.com>  
**Subject:** Fw: For issuance of memo

**From:** Rica / Rica Marie Hidalgo Balcueva  
**Sent:** Friday, September 13, 2019 7:11 PM  
**To:** mailto:compliance@pkimt.com  
**Cc:** Jenny / Gene Rose Fruelda Ferry ; Jocebel / Jocebel Ferrera Arriola ; Jessy / Jesselyn Comia Reyes ; Guimo / Guillermo Veyra Magadia  
**Subject:** For issuance of memo

Dear PKimt Coordinator,

Good day!

We will request issuance of memo to Jessabel De guzman of Line 2109 shift A due to not following SOP audited by QA.



Non-compliance on SOP; unlocking the retainer using male terminal

Thanks,  
Rica

9/13/2019



OFFENSE: UNLOCKING THE RETAINER USINGDATE: Sept. 14, 2019

WRITTEN EXPLANATION:

NAME TERMINAL

Sa loob po ng kulang kulang na apat na buwan ko sa sub-assy ngayon ko lang po pagtatangkaan sana iunlock yung connector kasi po portapos na ako. Kaya po habang hawak ko ang connector at wire harness saktong nakita po ako ng mag-u-audit pero hinding-hindi ko pa po nasusundot yung connector dahil tinitingnan ko pa po at nagsalita pa ko sa kasamahang ko na parang matigas yung connector. Kaya hindi ko na po tinangka sundutin kaso yung otas din po yun eh nakita na ako ng supervisor na hawak yun kaya yung tinanong po ako, nasabi ko na iunlock ko po kasi kinakabahan na po ako at nabigla. Hindi na po ako nakapagpaliwanag ng ayos kasi tingin ko po masungit yung supervisor at nadala na po ako ng takot.

Countermeasure:

Nangangako na po ako na kapag naka-encounter ulit ako ng ganun pangyayari itatawag ko po agad sa Jr. Staff / Staff At nangangako hinding hindi na po mauulit.

*J. De Guzman*  
JESSABEL C. DE GUZMAN / 2109

Signature over Printed Name / Line