



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\_PK23319  
Laguidao, Karen Balisnomo - *Klaguidao*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : July 29, 2019

PKIMT		ACKNOWLEDGEMENT FORM
		COMMENTS/ ASSESMENT
No. Offense:	1ST - 1 day suspension July 30, 2019	
Line	M1118 - <i>PK</i>	
Jr. Staff	BERNADETH VAMITO	
Staff	Klaguidao	
ACKNOWLEDGE BY:		
MANAGER	<i>Jose 7/26</i>	
Signature Over Printed name/ Date		

This refers to the alleged offense(s) you have committed at 5/18/2019 to name: Laguidao, Karen Balisnomo

**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:**

**Not following SOP ( Conduct advance insertion )**

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:

**PKIMT Management**

Conforme: *Klaguidao*  
18\_PK23319

FURUKAWA - Production Operator

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





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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 18\_PK23319  
Laguidao, Karen Balisnomo *kgm daw*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : July 15, 2019

This refers to the alleged offense(s) you have committed at 5/21/2019 to name: Laguidao, Karen Balisnomo

**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:**

**Not following SOP(Conduct advance insertion)**

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:

*kgm*  
PKIMT Management

Conforme: *kgm daw*

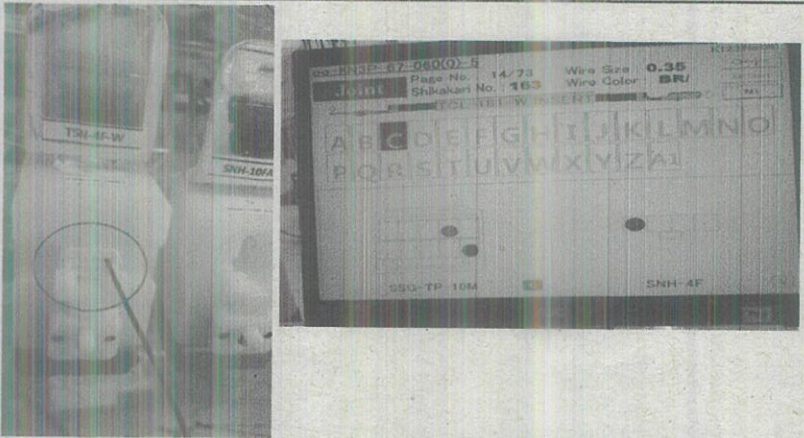
18\_PK23319

FURUKAWA - Production Operator

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



# i\_Alert Audit Report

Car Model / Line No.	Mazda/1118		Action Taken
Date / Time	May 18, 2019 / 11:25 pm		
Name / ID No.	Karen Laguidao/18_PK23319		
Shift / Group	NS/A		
Batch No.	214		
Process	Sub-Assy Process		
FAS or Agency: specific	PKIMT		
Person Informed	J.Flores		
Audited by:	J.Vintora		
Details			
<p><u>Non-Compliance on Insert-Pull Method</u></p> <p>Conduct advanced insertion on corn TSN-4F-W wire color: B/</p> <p>Remarks: it was audited before with same non-compliance</p>			





OFFENSE: Nbt following SOP

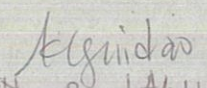
DATE: 07-16-2019

WRITTEN EXPLANATION:

~~Para~~ Delay po kasi kami kada sub po angan napo agad si lay out sa sobrang pagmamadali po nakapag-advance insertion po ako

COUNTERMEASURE:

Sasusunod po hindi na po ako maprepressure para po hindi na ako makalabag sa S.O.P, rule, at kung sakali man pong delay kami hindi ko nalang po ulitin ang mgadvance insertion para po hindi na ako ma audit.

  
KAREN B. LAGUIDAO  
Signature over Printed Name

Mazda 1118  
Car Model / Line