



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_PK28096
NAME : Casapao, Ellaine Jane Caringal *— Casapao*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 19-Nov-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
Line	Written DIMITTISI 2015 - 10
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12-Nov-19 to name: Casapao, Ellaine Jane Caringal

Violation Offense | 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 Follow SOP in Inspection - 10 Harness found No Pen Mark

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: *[Signature]*



18_PK28096

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: November 12, 2019

Item #	Date/Shift	Process/Area	Location	Actual Image	Initiative/Steps for Improvement	OK?	Action Taken	Category	Observer/Inspector/Correction Person	Person Informant	Incident/Car Model/Department	Person Investigated
2	11/12/20 19 NS	Daihatsu line 2105			10 harness after Eci found no pen mark-not follow sop in inspection	NG	Advised Junior staff to check and to remind inspector to follow sop inspection	SOP	Elaine Jane Casapao-PKIMT	Hazel Magsunbol	Daihatsu	Sir Marlon



OFFENSE: Not following SOP

DATE: 11/20/19

WRITTEN EXPLANATION:

Ako po si Elaine Jane Casapao ay hindi po sumunod sa SOP na pag-pepen mark after mag inspect ng harness sa kadalilanan po na dalawa po ang portion ko kaya po hindi na po ako mag pen mark kasi damn time po at na delay po ako. Pen ngayon po ay SOP na ako, pasakya na po.

Countermeasure:

Sa cecunod po ay cecunod ako na sa SOP, mag-pepen mark na po ako paghatepas mag inspect dahil po ang SOP ay mahalaga upang mainatagan ang customer claim.

Elaine Jane C. / 11/12/19
CHARTERED, ELAINE JANE C. / 11/12/19

Signature over Printed Name / Line