



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_PK20765
Buisan, Babylen Macatangay *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 7-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day suspension Feb 22, 2019 <i>[Signature]</i>
Line	SC717
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 2/6/19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2-Feb-19 to name: Buisan, Babylen Macatangay

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 (Not using COT Jig during 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:

[Signature]
PKIMT Management

Conforme:

[Signature]
18_PK20765

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 : 18_PK20765

Buisan, Babylen Macatangay

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 5-Feb-19

This refers to the alleged offense(s) you have committed at 2-Feb-19 to name: Buisan, Babylen Macatangay

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 SOP (Not using COT Jig during insertion)

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



Inform:
18_PK20765

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
 (NS - Sheryl O. Duarte)

Date: February 2, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings, Items for Improvement	OK	Action Taken	Category	Quarantee / Other Concerns	Concern Shift	Person Informed	In-Charge Car Model / Department	Person In-Charged	Status/Remarks
1	02/02/19 NS	Suzuki line 5117			Associate not using COT jig during inserting of corrugated tube to wire in assembly process	NG	Informed junior staff and remind assigned member for consistency of using cot jig, if the tool missing report immediately to leader for the replacement	SOP	Babylon Buisan PKIMT 	B/NS	Judy Fe Consulta	Suzuki	Ma'am Kath	For Monitoring

PKIMT

DATE: 02-05-19

OFFENSE: Not using COT JIG

WRITTEN EXPLANATION:

Ipagpaunahin po ninyo ang di ko
paggamit ng COT JIG. sapagkat sira po
ang COT na ginagamit ko at hindi
ko naman po makinara ang sa kasamahan
ko dahil delay po ako at malayo po
ang agwat namin. & itang beses ko lang
naman po hindi ako nakagamit.

COUNTERMEASURE:

hinding hindi ko na po ulitin ang
di ko paggamit ng COT JIG. sapagkat
ayaw ko na po maulit ito...
sana po ay maintindihan nyo ako...

Bulsan BAGLEN

Signature over Printed Name

SHENAI / J117

Car Model / Line