



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\_PK29037  
Cabrera, Sheila Marie Abbido

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 22, 2019

*Sheila Marie Cabrera*

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 DAY SUSPENSION APRIL 04, 2019 APRIL 12, 2019
Time	02103 - A
Jr. Staff	
Staff	<i>[Signature]</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 13-Mar-19 to name: Cabrera, Sheila Marie Abbido

**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 Insert Pull Method**

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: *Sheila Marie Cabrera*

19\_PK29037

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 : 19\_PK29037

Cabrera, Sheila Marie Abbido

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : <sup>Mar</sup>14-~~Feb~~-19

This refers to the alleged offense(s) you have committed at 13-Mar-19 to name: Cabrera, Sheila Marie Abbido

**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 Insert Pull Method**

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\_PK29037

FURUKAWA - Production Operator

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

# COMPLIANCE AUDIT REPORT (NS - Foulina P. Agolo)

Date: March 13, 2019

Item #	Date/Shift	Process / Area	Actual Image	Findings/Items for Improvement	OK/NG	Action	Category	Operator / Concern Person	Concern Shift	Person Informd	Group/Department	Person in-charge	Status/Remarks
1	03/13/19 NS	Daihatsu 2103 Sub 09		Not following Insert-Pull method. Associate caught doing advance insertion in connector SSC-TP-40FB, also noticed that instead of pull check per wife she was pulling the jig itself at connector SSC-TP-14F-B	NG	Informed in-charge junior staff, whom immediately reminded concern member not to do such non-compliance again	SOP	Shella Marie Cabrera (PKIMT)	A / NS	Rhina Hernandez	Daihatsu	Sir Marlon	for monitoring



DATE: 03-15-19

OFFENSE: \_\_\_\_\_

**WRITTEN EXPLANATION:**

Kaya ko po nagawa ang pagadvance insertion ay dahil po bata po ako ay madelay. Kase po kaya po ako nakakagawa ng hindi tama ay gawa po ng pagmadelay po ako ay wala pong nasupport sakin kahit po delay na delay na po ako at kahit po humahabol na po talaga ako sa board ay wala pa rin pong nasupport sa akin.

**COUNTERMEASURE:**

Para po hindi na maulit, gagawen ko po ng tama ang pagpaprocess ko at gagawin ko po ito ng mabilis at naaayon sa oras para po hindi na ako madelay at matagawa ng hindi tama.

  
SHEILA MARIE CABRERA  
Signature over Printed Name

-DAIHATSU 2103  
Car Model / Line