



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_PK29068
NAME : Bigno, Princess Faith Miras *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : September 25, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
For suspension 2 days suspension ACT 8, 2020	
Line/Shift	1-PM / B
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at

8/24/2020

to name: Bigno, Princess Faith Miras

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 in Dimension Process

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]*
19_PK29068

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

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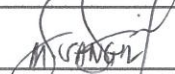


FAS

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AGENCY

Please Specify: PKMT

Control No: FAIP-1A-2008-2019

 Audited By:	 Checked by:	 Noted By:
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Name: Egno, Princess Faith Process: Dimension
 Position: Accurate Group/Shift: NL - B
 ID Number: 191-PK21068 Date/ Time: Aug- 24, 2020 / 12:30
 Batch No.: 261 No. of Offense: 1st
 Car Model/Line: Suzuki Y2R/ 5125 Superior Name: N. Reyes

Non-compliance Reference/Document Control Number:

7HP-01-PKD-1P-044

Details of Audit Findings: Not following SOP

Not following maximum sets on hanger ok: 5 sets Neg: 1 set

WRITTEN EXPLANATION

Delay po kasi ang ECT at wala din pong ibang hanger na magpaglagyan ng harness kaya doon lang din namati nilagay. Kaya pinabayaon na po namin bahit na alam namin kung ilang sets ang dapat ilagay sa hanger sa kaputuhan na ayaw namin metatnakaan kani. Pansaya na po sa aming hindi pagsumat sa SOP. For shipment po kasi yon aming nilabas puro re-inspect po kasi yon kaya pinopadinto po yun ng labas samin.

REMARKS/ EVALUATION

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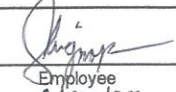

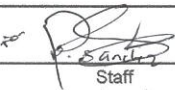
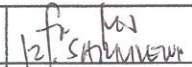
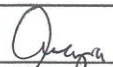
i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

 Employee Date: <u>8/27/2020</u>	 Jr Staff Date: <u>8-27-2020</u>	 Staff Date: <u>8/27/20</u>	 Supervisor Date: <u>8-22-20</u>	 Manager Date: <u>8/28</u>
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