



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 : 20_PK42238
NAME : *Monica* Claus, Monica Rivero *Mo*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : November 11, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1 day suspension
	12/1/20 <i>Monica</i>
Date return	12/7/20 @ 8am
Line/Shift	H/3/28/13 3/11/4
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/3/2020 to name: Claus, Monica Rivero

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 Bukumi - Associate did not use reference Jig

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: *Monica*
20_PK42238

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRMT

Control No: FALP-18-2010-4378

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
-----------------------------------	-----------------------------------	---------------------------------

Name: Monica Clara
Position: Assistant
ID Number: 20PK42233
Batch No.: 325
Car Model/Line: Honda PUA 13129

Process: Bukuni
Group/Shift: NS/B
Date/ Time: October 13, 2020 12:55
No. of Offense: 1st offense
Superior Name: P. Puig

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-AP-101

Details of Audit Findings: not using reference jig - associate did not use reference jig for B-type tapping during bukuni process

WRITTEN EXPLANATION

Ginagamit ko naman po ang reference jig, kaya lang po isaka ko po nasukat sa reference jig nung na cut ko na po yung tape. Pasensya na po sasusunod po isasukat ko po muna (pag sa reference jig bagong i cut) at gagamitin ko na po ng tama ang reference jig.

1 day Suspension

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Agency/FALP Written Only(based on handbook)
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>Oct 14, 2020</u>	<u>[Signature]</u> Jr Staff Date: <u>10/16/20</u>	<u>[Signature]</u> Staff Date: <u>10/16/20</u>	<u>[Signature]</u> Supervisor Date: <u>10/23/20</u>	<u>[Signature]</u> Manager Date: _____
---	---	--	---	--