



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 : 17 PK19250  
NAME : Camila, Shiela Panto ✓ *Camila*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : October 21, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 10th SUSPENSION NOV. 12, 2019
Line	FURUKAWA YD1 JTG - B
ACKNOWLEDGE BY:	<i>[Signature]</i> 10/21/19
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/15/2019 to name: Camila, Shiela Panto

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 Follow SOP - Not using COT jig during RCOT insertion with COT jig provided

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]*  
17\_PK19250

FURUKAWA - Production Operator

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





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Tel No. : (043) 405 6389-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 17\_PK19250  
NAME : Camila, Shiela Pante  
FROM : PKIMT Management  
SUBJECT : Notice to explain *Camila*  
No. of Offense : 1st offense  
DATE : 17-Oct-19

This refers to the alleged offense(s) you have committed at 15-Oct-19 to name: Camila, Shiela Pante

**Violation Offense I V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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**Description**

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This is for your guidance and strict compliance.

NOTED BY:

*[Signature]*  
PKIMT Management



Conforme: *Camila*  
17\_PK19250

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)



COMPLIANCE AUDIT REPORT  
(NS - Gold Adriano)

Date: October 15, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
2	10/15 NS	Suzuki line 5116			Not follow sop ,not using COT jig during insert root (length 315mm) to wire with COT jig provided	NG	Informed associate that she must use COT jig during insertion of Rcot to wire also informed junior staff regarding this	SOP	 Camila, Shiela-PKIMT	Donna Morcilla	Suzuki	Ma'am Kath	For Monitoring



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

DATE: 10-18-19

WRITTEN EXPLANATION:

Ma'am/Sir

Ako po si Shiela, canila Suzuki YDI engine, ako po ay nahuli ng compliance na hindi po nagamit ng cot jig, sa ~~lata~~ kadahilanan ng delay lang po ~~ang~~ ako, at sa pag mamadali ko po ay hindi ko po nasinad ng ~~yang~~ ~~step~~ araw patikaran na gumamit ng cot jig patungay n po ako ay nagling ~~trabaho~~ sa aking paggana

Countermeasure:

gagamit na po ako ng cot jig araw-araw, at hindi kum po kakalimutan gumamit ng cot jig.

*Camila*  
Camila, Shiela / 5116

Signature over Printed Name / Line