



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_PK24353
NAME : Bacruya, Shiela Noleal
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : November 11, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	1 day suspension
	11/11/20
	return on 11/20/20 - 8am
Line/Shift	CS102 / B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 11/11
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/3/2020 to name: Bacruya, Shiela Noleal

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:

Unauthorized repair - Rotating clamp on Dimension

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]*
18_PK24353

FURUKAWA - Production Operator

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

November 9, 2020

TO PKIMT

Sir/Ma'am,

Good day!

Please issue Notice to Explain on employees at the attached sheet Written Explanation who committed non-compliance on SOP.

Please see attached sheet.

Thanks and Best Regards,


Katherine O Cabrera

PD4-Section Manager

NAME:


Dela Torre, Denise

Palma, Maribel

Bischofs, Mary Joy

Polanti, Jaimelyn

Macruga, Shiela

Date & Time	October 03, 2020/8:40	
Shift & Group	DS/B	
Car Maker/ Model	Suzuki YV7 main	
Line No.	5102	
Name	Sheila Bacruya	
ID No.	18PK24353	
Batch No.	219	
Process	Dimension	
FAS or Agency: specify	PKIMT	
Person Informed	M. Bagui	
Audited by:	A. Brucal	
Reason/Risk:		
Audit Details <u>Un-Authorized/Hidden Repair</u> Associate conduct rotating of clamp due to encountered wrong view of clamp on seq.219 at dimension inspection process		

... ng clamp na wrong view

Ano sa palagay mo ang epekto nito sa harness?

Magkakaroon ng epekto sa dimension ang harness

Aware ka ba sa Memo ng Non Compliance? Kung oo, ano sa palagay mo ang pwede ipataw sayo? Kung hindi, sinong Jr. staff o staff mo?

OO, Ang maari pong penalty sa ginawa ko ay suspension.

COUNTERMEASURE

Tatawag ng junior staff / leader at hayaang sya nalang ang magrepair nito

STAFF REMARKS

SV REMARKS

Issue memo

Handwritten signature and date: 10/14/20

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

Handwritten signature
Sign of Employee

CHECKED BY:

Handwritten signature
Jr. Staff

NOTED BY:

Handwritten signature
Staff

APPROVED BY:

Handwritten signature
Supervisor

Handwritten signature