



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 : 21\_PK47754  
NAME : Cañubas, Janine Culla - *janine*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : April 11, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS, ASSESSMENT	
No. Offense:	1st 1 DAY SUSPENSION 4/23/2021
Line/Shift	1st 2nd 401 501R
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Date	Signature Date

This refers to the alleged offense(s) you have committed at 3/26/2021 to name: Cañubas, Janine Culla

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 Operator doing the 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 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]*  
21\_PK47754

FURUKAWA - Production Operator

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

MEMORANDUM NO. HRADM

TO : 21\_PK47754  
NAME : Cañubas, Janine Culla *Janine*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 11-Apr-21

This refers to the alleged offense(s) you have committed at 26-Mar-21 to name: Cañubas, Janine Culla

Violation Offense : 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 Operator doing the process

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This is for your guidance and strict compliance.

NOTED BY:

*[Signature]*  
PKIMT Management



Conforme: *Janine*  
21\_PK47754

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT  
VS - (Goli Adriano)

Date: March 26, 2021

Item #	Date / Shift	Inspector	Initials	Findings/Items for Improvement	OK/NG	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged
1	03/26/2021	Suzuki		Unauthorized operator doing the process, dimension inspector doing ect process, upon checking her badge she was only authorized in dimension process	NG	SOP	Canubas Janine-PKIMT 0963 6809689 	Janine Gonzaga	Suzuki	Sir Marlon

OFFENSE: UNAUTHORIZED OPERATOR DOING THE PROCESSDATE: 04/12/21WRITTEN EXPLANATION:

Ako po si Janine Canubas isang dimension inspector gumawa ng hindi aking process na ECT dahil gusto ko lang po sana tumulong dahil wala pa naman po akong hinahawakan na harness/waiting pa po ako sa harness.

Countermeasure:

Hindi na po ako gagawa ng hindi aking process.

CANUBAS JANINE

Signature over Printed Name / Line