



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_PK23147
NAME : Pedernal, Mary Grace Prieto - *Impedernal*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : February 12, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>2nd</i> <i>1 day suspension</i> <i>2/12/20</i>
Line/Shift	<i>MA20A 1114 - A</i>
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 **1/9/2020** to name: **Pedernal, Mary Grace Prieto**

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 sub assay 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]*
18_PK23147

FURUKAWA - Production Operator

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



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_PK23147

NAME : Pedernal, Mary Grace Prieto

mpedernal

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 8-Feb-20

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

9-Jan-20

to name: Pedernal, Mary Grace Prieto

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 :

Not following SOP in sub assy 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:

CN

PKIMT Management

Conforme:

mpedernal
18_PK23147

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FNP-1A-2001-0025

☒ AGENCY

Please Specify: PKIMT

<u>E. Artuz</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Padernal, Mary Grace

Process: Sub Assy Process

Position: Associate

Group/Shift: NS/A

ID Number: 18PK29147

Date/Time: January 09, 2020 10:25

Batch No.: 211

No. of Offense: 1st offense

Car Model/Line: Mazda Merge/L1141

Superior Name: X. Kalaw

Details of Audit Findings: Non-compliance on Insert- Pull method
caught in act doing advanced insertion on conn: SSG-TP-5M wire color: Br/W.

WRITTEN EXPLANATION

Ng advanced pa ako sa twisted na brown, pero ang una po dapat
insert ay white sa conn: SSG-TP-5M. kaya po na advanced ang insert ng brown
dahil sa bigla ko pang pag ikot ng twisted, akala kupa ay white na ikot ko,
pero brown po pala. Na insert kung po agad ang brown kaya tinuloy kung
ing po insert. Tumingin naman po ako sa PC, namali lng po talaga ako sa pag
dapat, midyo malilis po ang pag insert ko, kaya tinuloy kung lng po. Pero tama
naman po sa cavity ang insert.

REMARKS/ EVALUATION

☐ i-Alert Explanation Only

☐ Agency/FALP Written Explanation Only (based from handbook)

☒

Need day/s suspension (based from Handbook & Memo for Major Non-Compliance)

<u>Impedunaf</u>	<u>in</u> <u>RESUEFIN</u>	<u>Edkahn</u> <u>KALAW</u>	<u>S2bo</u> <u>MI LUCAS</u>	<u>Prober Jos</u>
Signature of Employee Date: <u>01/09/20</u>	Jr. Staff Date: <u>01/09/2020</u>	Staff Date: <u>01/09/2020</u>	Supervisor Date: <u>01/20/2020</u>	Manager Date: <u>1/28/20</u>