



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\_PK28037  
Mendoza, Angela Joy Datinguinoo *Admendoza*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 19-Dec-18

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1 day suspension <del>Dec. 20, 2018</del> Jan. 7, 2019
Line	mendoza 1032
Jr. Staff	<i>[Signature]</i>
Staff	<i>[Signature]</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 12/17
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12-Dec-18 to name: Mendoza, Angela Joy Datinguinoo

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

**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 - Unauthorized person doing taping**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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\_PK28037

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 18\_PK28037  
Mendoza, Angela Joy Datinguinoo

FROM : PKIMT Management

SUBJECT : Notice to explain

No.of Offense : 1st offense

DATE : 13-Dec-18

This refers to the alleged offense(s) you have committed at 12-Dec-18 to name: Mendoza, Angela Joy Datinguinoo

**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 - Unauthorized person doing taping**

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:**

*gmcloverin 12/14*  
**PKIMT Management**

Conforme: \_\_\_\_\_

18\_PK28037

FURUKAWA - Production Operator




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



FURUKAWA AUTOMOTIVE SYSTEMS  
LIMA, PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT  
NS - Gold Adriano

Date: December 08, 2018 <sup>12</sup>

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern	Person Informed	Incharge Car Model/ Department	Person Incharged
2	12/12 NS	Mazda line 1032			Un-authorized operator doing the process, also operator caught doing taping which she is not authorized	NG	Informed Junior staff to remind inspector that she must follow assigned work and also informed staff for this	SOP	Mendoza Angela Joy- PKIMT 	Jena Bofia and Dolly Sasrillo	Mazda	Sir Marlon



DATE: 12/14/18

OFFENSE: NOT FOLLOWING SOP (Unauthorized in taping)

**WRITTEN EXPLANATION:**

Naubusan po ako ng wire na i-susub kaya  
po nakapagtape ako sa harness ng hindi authorized,  
(Hindi kopo).

**COUNTERMEASURE:**

Hindi napo ako magtetape dahil hindi ako  
certified sa aking ginawang pagkakasala. At frung  
maubusan man po ako ng wire ay hindi ko  
dapat alamin ang gawain ng isang assy.

Admendoza  
Angela Joy Mendoza

Signature over Printed Name

Mazda/1032

Car Model / Line