



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 : 19_PK33920
NAME : Palma, Maridel Mendoza *chpalma*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : October 15, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 1 day suspension 11/4/2020
Line/Shift	11/5/20 @ 7AM <i>chpalma</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/3/2020 to name: Palma, Maridel Mendoza

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:

Non-Compliance on Insert - Pull Method

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]*
19_PK33920

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FAIP-1A-2009-3332

<u>M. Malakanan</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Palma Maridel
 Position: Associate
 ID Number: 19PK33920
 Batch No.: 268
 Car Model/Line: Suzuki Old 304

Process: Sub Assy
 Group/Shift: NS-A
 Date/ Time: Sep 03, 2020/ 02:30
 No. of Offense: 1ST OFFENSE
 Superior Name: G. Santos

Non-compliance Reference/Document Control
 Number:

FAIP- WI-PRD-SA-043

Details of Audit Findings:

Non Compliance on INSERT Pull method
Sub assy associate conduct manual insertion on connector DSL-B6-GF-SSK-10-10F-B

WRITTEN EXPLANATION

sorry for the mistake that i've done, i take manda i
without looking at the PC that can be the cause of
no good of our harness.
i done doing it because i am delay and all of the run
are big product

REMARKS/ EVALUATION

☐ i-Alert written only ☐ Agency/FALP Written Only(based on handbook)
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>MARIDEL</u> Employee Date: <u>9/19/2020</u>	<u>Maria</u> Jr Staff Date: <u>9/19/2020</u>	<u>G. Santos</u> Staff Date: <u>9/19/2020</u>	<u>M. Jimar</u> Supervisor Date: <u>9-19-2020</u>	<u>Jimar</u> Manager Date: <u>9/23/2020</u>
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