



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 : 17\_PK18538  
Once, Greselyn Pereira *GP*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : July 25, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 5 days suspension July 29 to Aug 2, 2019 moved to
Line	513 XSB - B Aug-13-17, 2019
Jr. Staff	<i>GP</i>
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>GP</i> 07-19-19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 5/20/2019 to name: Once, Greselyn Pereira

**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(Conduct advance insertion on connector)**

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:**

*GP*  
**PKIMT Management**

Conforme: *GP*  
17\_PK18538

FURUKAWA - Production Operator

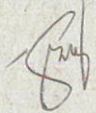
(Please attach your written explanation upon returning of this letter)





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 : 17\_PK18538  
Once, Greselyn Pereira   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd offense  
DATE : July 15, 2019

This refers to the alleged offense(s) you have committed at 5/20/2019 to name: Once, Greselyn Pereira

**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:**

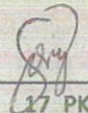
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This is for your guidance and strict compliance.

**NOTED BY:**

  
**PKIMT Management**

Conforme:   
17\_PK18538

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)



# Alert Audit Report

Car Model / Line No.	Suzuki Y38/5113	Picture	Action Taken
Date / Time	May 20, 2019/10:15 am		
Name / ID No.	Grecelym Onca/17PK18538		
Shift / Group	DS/B		
Batch No.	184		
Process	Sub-Assembly Process		
FAS or Agency, specify	PKIMT		
Person Informad	Maricar Napa		
Audited by:	April Brucal		
Details			
<p>Non-Compliance on SOP</p> <p>Conduct advance insertion on connector JSG/DS4-20M wire color BR/ &amp; R/</p>			





DATE: 7/17/19

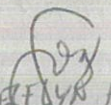
OFFENSE: Not following SOP

**WRITTEN EXPLANATION:**

Ako po si Grecky once natuling naka advanced insertion. Ininter ko na po kasi ung kamnod na wile kasi po mag good na naman po ung (kamnod) sinundan na insertion kaya tama naman pang nagwang wang ung PC ei isinunod ko na po ung kamnod na insertion at last insertion na naman po pa interesado ko naman po un para sure po na hindi NG at ako po ay nasusupport pa sa ibang SUP assy.

**COUNTERMEASURE:**

pag nag wang wang po ang PC ay bbgil muna, at saka interesado.

  
GRECKY P. OANCE

Signature over Printed Name

SUNDUKI / M13

Car Model / Line