



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_PK47945
NAME : Catapang, Regine Mendoza
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 28, 2021

for Catapang

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: <i>1st</i> <i>2 days suspension</i> <i>4/27-28/2021</i>	
Line <i>MURATI 7102</i>	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **3/16/2021** to name: **Catapang, Regine 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]*
21_PK47945

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 : 21_PK47945
NAME : Catapang, Regine Mendoza
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 28-Mar-21

This refers to the alleged offense(s) you have committed at 16-Mar-21 to name: Catapang, Regine Mendoza

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 :

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:

PKIMT Management

Conforme:

21_PK47945

FURUKAWA - Production Operator

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



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(Gold Adriano)

Date: March 24, 2021



OFFENSE: _____

DATE: 03/28/21

WRITTEN EXPLANATION:

Ako po si Regine Mendoza Catapang na naaudit sa line 7102
scar model subaru na huhing nag-advance inserting sa kerdahilan po
na delay na kame kahit alam ko naman pong mali. Pag pasensyahan
niyo na po sana ang aking nag-uwa. maka kausap po kayo na hindi na
po ito manulit pa.

Countermeasure:

✓ Maginging mabilis at focus sa po ako sa aking ginagana at hindi
na po ako nag-advance inserting. Pasensya na po.

Regine Mendoza Catapang

Signature over Printed Name / Line

ed	Incharge Car Model/ Department	Person Incharged
ay	Subaru	Sir Jhe