



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\_PK25412  
NAME : Natividad, Myrene Perez  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 3rd 9m  
2nd Offense  
DATE : January 31, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 3rd 9m 100% SUSPENSION 2/28/2020
Line/Shift	HTLDA 3107 (TTH)
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/19/2020 to name: Natividad, Myrene Perez

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 Follow SOP - Cut backwire of checker jig but still ok on checksheet**

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:   
18\_PK25412

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\_PK25412

NAME : Natividad, Myrene Perez

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 30-Jan-20

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

19-Jan-20

to name: Natividad, Myrene Perez

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

18/PK25412

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKMR

Control No: FALP 1A-2001-0119

<u>R. Keshner</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Natividad Myrene

Position: Associate

ID Number: 18 PK 25412

Batch No.: 223

Car Model/Line: Honda 315

Process: ECT

Group/Shift: NS-13

Date/Time: Jan. 19, 2020 / 10:00

No. of Offense: 1st

Superior Name: P. Katigbak

Reference: FALP-WI-PRD-CI-058

## Details of Audit Findings:

Not following SOP.  
Cut back wire of checker jig, but still ok on checklist

## WRITTEN EXPLANATION

ako po si Myrene Peter Natividad na Honda 3107 na support sa Honda 3115 ay naaudit dahil may nakitang cut wire sa clamp checker jig ang i-alert per maka dc sa checklist. Hindi ko po iyon napansin kasi hindi yon ang running product at di ko pa nasagayadalan na may iba pa palang jig na ginagamit para sa iba pang product sa susunod po ay titingnan ko ng makuti ang mga kahit yung mga hindi ginagamit para hindi na maulit ang ganitang pangyayari.

## 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)

All checker jigs are checked prior mass production. Not only checker applicable for making product. And you really check prior mass prod?

<u>[Signature]</u> Signature of Employee Date: <u>01-21-2020</u>	<u>[Signature]</u> Jr. Staff Date: <u>01/22/2020</u>	<u>[Signature]</u> Staff Date: <u>1/22</u>	<u>[Signature]</u> Supervisor Date: <u>1/23</u>	<u>[Signature]</u> Manager Date: <u>1/24</u>
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