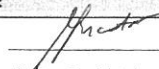




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines  
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 19\_PK35087  
NAME : Lopez, Jenine Pelipada  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st Offense  
DATE : February 12, 2020

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense:	1st - 10th suspension 2-26-2020
Line	TOYOTA 403 - AB
ACKNOWLEDGE BY:	
MANAGER	 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 2/5/2020 to name: Lopez, Jenine Pelipada

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:

**Un-authorized doing the process**

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:  19\_PK35087

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 : 19\_PK35087

NAME : Lopez, Jenine Pelipada

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 11-Feb-20

This refers to the alleged offense(s) you have committed at 5-Feb-20 to name: Lopez, Jenine Pelipada

**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 :

**Un-authorized doing the process**

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:

19\_PK35087


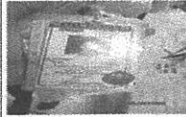
FURUKAWA - Production Operator

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



COMPLIANCE AUDIT REPORT  
(DS - Gold Adriano)

Date: February 04-05, 2020

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
10	02/05 DS	Toyota line 4103			Un-authorized operator doing the process, inspector caught doing taping, she was only authorized in Dimension inspection process	NG	Informed junior staff regarding this and advised to remind to follow work assign also informed staff	SOP	Lopez Jenine- PKIMT 	Ericka Abraham	Toyota	Ma'am Kath	For monitoring

PKIMT

OFFENSE: \_\_\_\_\_

DATE: 02-11-20

## WRITTEN EXPLANATION:

— ako po si Jenine Lopez ay gumawa ng isang bagay na hindi naman ako ang dapat gumagawa. nagawa ko lang naman po yon dahil sa kagustuhan ko pong matuto ng bagay na yon. Nagtape po ako ng hindi ko dapat itape un-authorized po ako sa taping.

## Countermeasure:

— Hindi na po gagawa ng isang process na hindi naman certified.

JENINE LOPEZ / TOYOTA 4103

Signature over Printed Name / Line