



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\_PK32525  
NAME : Lontoc, Emerlyn Conti - *clontoc*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : December 27, 2019

| PKIMT                             |  |
|-----------------------------------|--|
| ACKNOWLEDGEMENT FORM              |  |
| COMMENTS/ ASSESMENT               |  |
| No. Offense:                      | <i>2nd - 100% suspension</i><br><i>Jan. 16, 2020</i> |
| Line/Shift                        | <i>HDWON 3M - A</i><br><i>P. Mangaladagao</i>        |
| ACKNOWLEDGE BY:                   | <i>[Signature]</i>                                   |
| MANAGER                           | <i>[Signature]</i>                                   |
| Signature Over Printed name/ Date |  |

This refers to the alleged offense(s) you have committed at 11/22/2019 to name: Lontoc, Emerlyn Conti

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 following SOP in Sub assy 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:

*[Signature]*  
PKIMT Management

Conforme: *clontoc*

19\_PK32525

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 : 19\_PK32525  
NAME : Lontoc, Emerlyn Conti *dlmfor*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd Offense  
DATE : 21-Dec-19

This refers to the alleged offense(s) you have committed at 22-Nov-19 to name: Lontoc, Emerlyn Conti

**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

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NOTED BY:

*[Signature]*  
PKIMT Management

Conforme: *dlmfor*  
19\_PK32525

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-IA-1911-3364

☒ AGENCY

Please Specify: PKMT

|                        |            |
|------------------------|------------|
| R. Alegro<br>R. ALECKO | G. Magadia |
| Audited By:            | Noted By:  |

Name: Lontoc, Emelyn  
Position: Associate  
ID Number: 19-AK32525  
Batch No.: 263  
Car Model/Line: Honda 13114

Process: Sub-Assembly  
Group/Shift: A NS  
Date/Time: 11-22-19 18:35PM  
No. of Offense: First Offense  
Superior Name: P. Mangundayop

Audit Findings: Not following SOP.

Details:

NG subwire. No redtag attached. NG: Wrong Insert.

## WRITTEN EXPLANATION

Ako po si Emelyn C. Lontoc na naudit dahil hindi ko po agad nalagyan ng red tag ang NG subwire. dahil nataranta po ako kaya hindi ko po alam ang gagawin ko kaya hindi ko po agad nalagyan nito ng red tag.

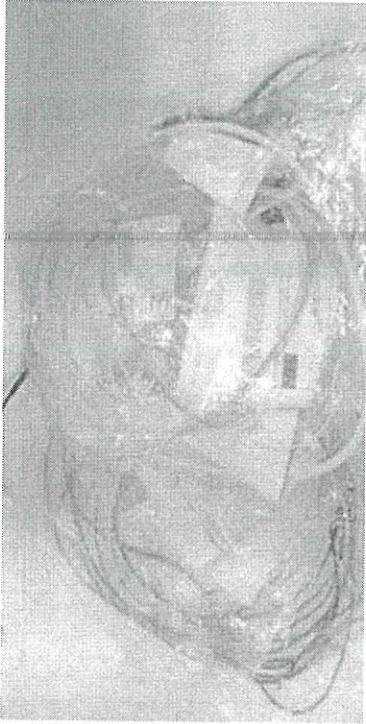
Counter measure.

Sa pangyayaring ito natuto na po ako kaya hindi na po manuli ito maglalagay na po ako agad ng red tag kapag nakaron ulit ako ng NG.

## Remarks/ Evaluation:

Issue Penalty based from PMP Hand book

|   |                         |                         |                              |                        |
|---|-------------------------|-------------------------|------------------------------|------------------------|
| Signature of Employee<br>Date: 11-26-19 | Staff<br>Date: 11/24/19 | Staff<br>Date: 11/24/19 | Supervisor<br>Date: 11/27/19 | Manager<br>Date: 11/28 |
|---|-------------------------|-------------------------|------------------------------|------------------------|

| CUSTOMER: Honda Final                                      |                         |  | Illustration   | Action Taken |
|--|-------------------------|--|--|--------------|
| Date & Time  | November 22, 2019/08:35 |  |  |              |
| Shift & Group  | NS/A                    |  |  |              |
| Car Maker/ Model   | Honda Old               |  |  |              |
| Line No.   | 3114                    |  |  |              |
| Name   | Lontoc Emerlyn          |  |  |              |
| ID No.   | 19-PK32525              |  |  |              |
| Batch No.  | 263                     |  |  |              |
| Process  | Sub Assy                |  |  |              |
| FAS or Agency: specify                                     | PKIMT                   |  |  |              |
| Person Informed  | P.Magundaya             |  |  |              |
| Audited by:  | R.Alegro                |  |  |              |
| Reason/Risk:   |                         |  |  |              |
| Audit Details  |                         |  |  |              |
| Not following SOP<br>No defect tag attached on NG subwire. |                         |  |  |              |

QCA-097-00

EFF:10/17/19