



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_PK27856
Maniego, Gladys Ann Casuco - *frans*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : ^{2nd} 1st offense

DATE : September 4, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st <i>2 days suspension</i> <i>1 day</i> <i>Sept 18-19, 2019</i>
Line	5701 - <i>B</i> <i>G. Pascual</i>
ACKNOWLEDGE BY:	
MANAGER	<i>Handwritten signature</i> Signature Over Printed Name/ Date

This refers to the alleged offense(s) you have committed at 8/5/2019 to name: Maniego, Gladys Ann Casuco

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- Advance insertion

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:

Handwritten signature
PKIMT Management

Conforme: *Handwritten signature*
18_PK27856

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1908-812

☐ AGENCY

Please Specify: PKINT

<i>(Handwritten)</i> D. Tremsem	<i>(Handwritten)</i> G. Magadia
Audited By:	Noted By:

Name: Maniego, Gladys Ann
Position: Associate
ID Number: 18PK 27856
Batch No.: 237
Car Model/Line: Subaru / 7101

Process: sub assy
Group/Shift: 0510
Date/ Time: August 9, 2019 9:45
No. of Offense: 1st
Superior Name: E. Olano

Audit Findings: Non compliance on Insert Rill Method
Details: conduct advanced insertion on connector DS10K-BA HF
wire color: Red, SE

WRITTEN EXPLANATION

ako po si Gladys Ann Maniego, alam ko nanaman po na mali yung ginawa kung pag-advance insert ng wire. kaya ko po yun nagawa sa kadahilang kami po ay delay na at saika yung kasunod ko pang process na buksan ni medyo po mabilis sa kagustuhan ko po na makabal sa lay-out at buksan ako po ay nag-advance insert ng wire ipag paunatlin nyo po ang akung nagawa. sa kasunod po sinunod na po ako sa standard method ng akung process.

Remarks/ Evaluation:

(Handwritten)
Issue Penalt. 1 day only

(Handwritten Signature)
Signature of Employee
Date: 8/15/19

(Handwritten Signature)
Jr Staff
Date: 8/15/19

(Handwritten Signature)
Staff
Date: 8/15/19

(Handwritten Signature)
Supervisor
Date: 8/15/19

(Handwritten Signature)
Manager
Date: