



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_PK22697
Antido, Cristina Milan *Chachado*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 22, 2019

| PKIMT | |
|-----------------------------------|---|
| ACKNOWLEDGEMENT FORM | |
| COMMENTS/ ASSESSMENT | |
| No. Offense: | <i>kt</i> <i>3 DAY SUSPENSION</i> <i>MAR 10-12, 2019</i> <i>chachado</i> |
| Line | <i>(RTOT - A)</i> |
| Jr. Staff | <i>gsm</i> |
| Staff | <i>[Signature]</i> |
| ACKNOWLEDGE BY: | KATHERINE O. CABRERA |
| MANAGER | |
| Signature Over Printed name/ Date | |

This refers to the alleged offense(s) you have committed at 4-Feb-19 to name: Antido, Cristina Milan

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:

Non - compliance on implemented countermeasure for crosswire

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:

[Signature]
PKIMT Management

Conforme: *chachado*
18_PK22697

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_PK22697

Antido, Cristina Milan *Chando*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 22-Mar-19

This refers to the alleged offense(s) you have committed at 4-Feb-19 to name: Antido, Cristina Milan

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 implemented countermeasure for crosswire

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: *Chando*

18_PK22697

FURUKAWA - Production Operator

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



I ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FAUP-1A-1903 - 189

| | |
|--|---|
|  |  |
| Audited By: | Noted By: |

Name: ANTIDO CRISTINA
 Position: ASSOCIATE
 ID Number: B-PK21697
 Batch No.: 207
 Car Model/Line: SUZUKI XV7MAIN /SID1

Process: SUB-ASSY
 Group/Shift: A
 Date/Time: 02/04/19
 No. of Offense: 1ST OFFENSE
 Superior Name: E. SABINON

Audit Findings: Noncompliance on implemented countermeasure

Details: NON - COMPLIANCE ON IMPLEMENTED COUNTERMEASURE
(MISSING RED MARKINGS)

Counter measure for crosswiring
Conn. D57/MK16-26M

Note: Production Countermeasure

WRITTEN EXPLANATION

ako po si Cristina Milan Antido, ay nakalimat na magmark nyon sa katunayan po ay nagmamark ako sa tawing magisupport ako sa sub na yun. Nagkataon lang po na lumipat ako agad sa kabilang sub. kase delay na po iyon. kaya napatocur na po ako sa pagrasub. kaya sa pagbalik ko nawala na po sa isip ko ang pagmamark. Ilang piraso lang nanon po iyon ang nalimutan ko. hindi ko po intensyon na makolimutan na hindi magmark. Kari po alam ko po talaga na countermeasure yun. Ipagpaparahin niyo po countermeasure.

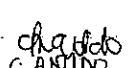
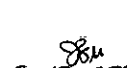
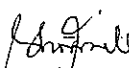
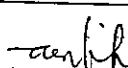
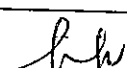
Kaso po ako magrub lakapyan ko na po ng red markings bawat isang connector ~~bag~~ na galing sa plastic bago ko ilagay sa tupper box. At kada sub ko po ay magcheck work check na rin po ako. Para nangurapo ko po na natagyan ko lahat ng red markings ang mga connector ko na ginamit ko.

Remarks/Evaluation:

Conduct re-orientation in the purpose of marking on the connector.

Note: Marking on Sub-assy (insertion part of connector)

Please Issue I.R

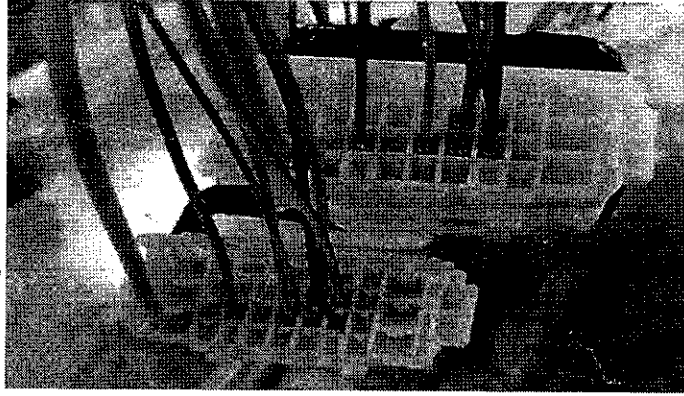
| | | | | |
|--|--|--|--|--|
|  Signature of Employee Date: <u>3-16-19</u> |  Jr Staff Date: <u>03/16/19</u> |  Staff Date: <u>3-16-19</u> |  Supervisor Date: <u>3/16/19</u> |  Manager Date: <u>3/18/19</u> |
|--|--|--|--|--|

Alert Line Audit Report

| | |
|-----------------|--------------------|
| Car Model | Suzuki YV7 Main |
| Date/Time: | Feb.4, 2019/6:30pm |
| Line/ Process | 5101 |
| Shift/ Group | A/ DS |
| Person Informed | J.MATIBAG |
| Details | |

FEBRUARY

Action Taken



Non-compliance on implemented countermeasure (missing red marking)
Name: Antido, Cristina