



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

**MEMORANDUM NO. HRADM**

TO : 18\_PK26902

Caringal, Abigail Trivinio / *Caringal*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 17-Jan-19

This refers to the alleged offense(s) you have committed at 11-Jan-19 to name: Caringal, Abigail Trivinio

**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

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: *[Signature]*

18\_PK26902

FURUKAWA - Production Operator

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

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	17 1 day suspension Jan. 31, 2019 Caringal
Line	CS113 - 10 Dayshift on Feb. 1, 2019
Jr. Staff	<i>[Signature]</i>
Staff	<i>[Signature]</i>
ACKNOWLEDGE BY: <i>[Signature]</i> 1/18/19	
MANAGER	<i>[Signature]</i> 1/18/19
Signature Over Printed name/ Date	



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\_PK26902

Caringal, Abigail Trivinio *Caringal*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 14-Jan-19

This refers to the alleged offense(s) you have committed at 11-Jan-19 to name: Caringal, Abigail Trivinio

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

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:

*J. Clara*

**PKIMT Management**

Conforme: *Caringal*

18\_PK26902

FURUKAWA - Production Operator

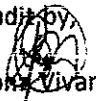
(Please attach your written explanation upon returning of this letter)

January 12, 2019

Ma'am,

Safety First!

I would like to inform that Ms. Abigail Caringal (PKIMT) and Ms. Greselyn Once (PKIMT) of Suzuki PD4, Line 5113-YSB Shift B was caught in the act performing their process (sub assy) without wearing of goggles last January 11, 2019 (nightshift). Ms. Catherine Oberes (Jr. Staff of the line) already warn Ms. Greselyn Once to wear her goggles properly that night. Unfortunately during my patrolling in the line around 4:15am, I saw them that the goggles was place into their chin and upon interview they are both sleepy that time.

Audit by  
  
Ron Vivar

Production Staff



## WRITTEN EXPLANATION (MAJOR DEFECTS ENCOUNTERED)

DATE/ SHIFT

01-11-19

DEFECT

wrong used of product resulted to excess waste

PROCESS OCCURRENCE

sub. Assy

NAME

Abigail Coringa

LENGTH IN THE PROCESS

CHANGEPOINT

☐

NO

☒

YES ORIGINAL LINE/ MODEL: \_\_\_\_\_

**ROOTCAUSE**  
(PLS UNDERLINE)

1. NOT FOLLOWING SOP 2. INCONSISTENT IN SEQUENCE GIVEN  
3. NO SPECIFIC PORTION GIVEN 4. NOT USING REQUIRED TOOLS & PROCESS ACCESSORIES

### EXPLANATION

WHY: Simundan ako po ang counter measure sa ating PC, diko na po naalala na meron ng nakacounter bago pa ako nag-unipat kaya nagdare-dareko po ang ating gawa.

WHY: Hindi po ako <sup>ASST</sup> tumingin sa board kaya diko alam na nag-change product na.

WHY: Nag-arub po ako ng SUB 15 at nagsupport din po ako sa SUB 10

WHY: Ang SUB 10 po ay di na din napalitan ang product sa PC dahil common naman po talat ng product na mirarun kaya diko din nacheck yung sa PC ko at sa Board.

WHY: Delay po ang SUB 10 kaya duna nakapagpalit at di na rin ako nakapagpalit ng product.

### STAFF REMARKS

### SV REMARKS

PLEASE ANSWER WITHIN the shift

STAFF TO REVIEW ANSWERED WRITTEN AND IMMEDIATELY FURTHER QUESTION THE ASSOCIATE AS NEEDED

PREPARED BY:

Abigail Coringa

CHECKED BY:

Jr. Staff/STAFF

APPROVED BY:

(SV/SM)