



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 : 17_PK17597
Robles, Mary Ann Mejaran - *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense
DATE : 22-Dec-18

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense: <i>2nd</i> <i>6 days suspension Jan. 8-14, 2019</i> <i>DS - Jan. 15, 2019</i>	
Line	<i>D2103</i>
Jr. Staff	<i>J. Mejaran</i>
Staff	<i>E. Castro / S. Velasco</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10-Dec-18 to name: Robles, Mary Ann Mejaran

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 - Unauthorized person doing assy work

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]*

17_PK17597

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 : 17_PK17597

Robles, Mary Ann Mejaran ✓ 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 13-Dec-18

This refers to the alleged offense(s) you have committed at 10-Dec-18 to name: Robles, Mary Ann Mejaran

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:

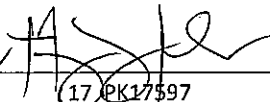
Not following SOP - Unauthorized person doing assy work

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: ✓ 

17_PK17597

FURUKAWA - Production Operator


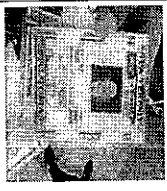
(Please attach your written explanation upon returning of this letter)



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: December 10, 2018

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
1	12/10 NS-05:07 AM	Daihatsu line 2103			Un-authorized operator doing the process, ECT inspector caught doing assy work which she is not authorized	NG	Informed junior staff to remind inspector that she must follow assigned work and also informed staff for this	sop	 Robles, Mary Ann-PKIMT	Jhen Masacoyan	Daihatsu	Sir Jhe



DATE: 12/14/18

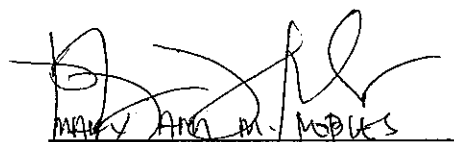
OFFENSE: Unauthorized doing assy work

WRITTEN EXPLANATION:

Ako po si Mary Ann Reyes A/ NATALI NG COMPLIANCE NA
NAG- ASSY., GAWA PO KASE WALA KAMERIS UNIT KON, TAPOS PO DELAY PA
ANG ASSY NAMON, TITAL PO AY WALA NAMAN PO AKONG GINAGAWA AT
NAG- AANTAY NA LANG DIN PO NG UNIT E NAG- ASSY NA PO AKO.
NAG- SUPPORT PO AKO SA ASSY PANA MACKA- UNIT KAMT SA
INSPECTION.

COUNTERMEASURE:

HINDI NA PO AKO MAG- ASSY PAG HINDI PO AKO CERTIFIED.
O KAYA PO NAEPAPA - CULTURED NA LANG PO AKO SA ASSY
PANA MAKAPAG SUPPORT PO AKO.


Signature over Printed Name

DAWATON - LINE 2103
Car Model / Line