



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

17_PK15394

TO : 17_PK15394
Bombase, Katherine Capistrano / *Kapistrano*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : 12-Jun-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i>
<i>12 days Suspension</i>	
Line	<i>11/12/1 JUNE 28 N29</i>
Jr. Staff	
Staff	
<i>Signature</i>	
MANAGER	<i>Katherine Rayhulan</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7-Jun-18

to name: Bombase, Katherine Capistrano

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

Absence from work for less than 3 consecutive working days

Description:

Doing minor repair (removed tape at Dimension inspection)

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:

ghelawai 6/12/18
PKIMT Management

Conforme:

Kapistrano
17_PK15394

FURUKAWA - Production Operator

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

PKIMT

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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK15394

Bombase, Katherine Capistrano *K Bombase*

FROM : PKIMT Management

SUBJECT : Notice to Explain

Info. of Offense : 1st Offense

DATE : 8-Jun-18

This refers to the alleged offense(s) you have committed at 7-Jun-18 to name: Bombase, Katherine Capistrano

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:

Doing minor repair (removed tape at ^{Appearance} ~~Dimension~~ inspection)

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.

SIGNED BY:

J. Inclaran 6/8/18
PKIMT Management

Inform: *K Bombase*


17_PK15394

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: June 07, 2018

Item #	Date / Shift	Plant Code / Division	Location	Actual Image	Industry Items for Improvement	OK /	Action Taken	Category	Spending / Other Person	Person Blamed	Inc. into Car Ready Department	Person Incharged	Status / Remarks
4	06/07 NS	Mazda line 1121			<i>Appearance</i> Inspector caught removing test type not authorized to do minor repair	NG	Call the attention of Junior staff and informed wrong doing of Inspector and to remind Inspector to follow SOP in inspection	SOP	Bombao, Katheline-PSM	CJ Gordillo and Sherwin Aquino	Mazda	Sir Maiton	For Monitoring

PKIMT

DATE: 6/8/18

OFFENSE: Minor Repair

WRITTEN EXPLANATION:

Ako po si Katherine Bombase appearance inspector ng maza 1121 ay na Audit po ng compliance nag tanggal po ako ng peel off na tape naisip ko po kasi pangit po ang appearance kaya nagawa ko pong tanggalin ng hindi po nakatawag sa aking junior staff sa tingin ko po kasi dito makakaapekto sa Quality ng harness

Counter Measure ko po ay sisiguraduhing tatawag po ako ng Junior Staff pag naka encounter po ako ~~ng~~ ulit ng ganung case

Katherine Bombase
KATHERINE BOMBASE

Signature over Printed Name

Maza 1121

Car Model / Line