



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 : 19_PK34322
Bon, Fherly Jane Villena ✓

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 31, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st 1 day suspension Sept 13 2019
Line	00115 - 13 J. Villena 9/1/19 J. Villena 9/1/19
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/30/2019 to name: Bon, Fherly Jane Villena

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 in ECT process)

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:

PKIMT/Management

Conforme: J. Villena

19_PK34322

FURUKAWA - Production Operator

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



DATE: 2/21/19

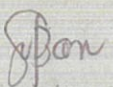
OFFENSE: Unauthorized in FET process

WRITTEN EXPLANATION:

Ako po si Therly Jane Bon, humihingi po ako ng kapatawaran. Sa aking hindi pagsunod sa mga rules- Nag eel lang naman po ako dahil wala lang po talaga akong magawa, at gusto ko lang din pong matutunan ang process na iyon- Ipinapanga-ko ko po na hindi na mauulit ang pangyayaring iyon. Paresensya po.

COUNTERMEASURE:

Hindi ko na po uulitin ang pag-eel hanggat hindi pa po ako certified sa process na iyon.


BON, THERLY JANE
Signature over Printed Name



Car Model / Line



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

COMPLIANCE AUDIT REPORT
(DS - Gold Adriano)

Date: August 28, 2019

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	Status/Remarks
11	8/28 DS	Daihatsu line 2115			Un-authorized operator doing the process ,Dimension inspector caught doing ECT, she was only authorized in Dimension inspection process	NG	Informed junior staff regarding this and advised to remind to follow work assign also informed staff	SOP	Bon Fherly Jane - PKIMT 	Emmerea Sastrillo	Daihatsu	Sir Marlon	For Monitoring