



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 : 15\_PK01306

Buisan, Analie Rosaria ✓ *AR*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 15-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1-4 OFFER SUSPENSION Jan 9-10, 2019
Line	ANALIE ROSARIA 1/B
Jr. Staff	
Staff	<i>AR</i>
ACKNOWLEDGE BY:	<i>AR</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 5-Dec-18 to name: Buisan, Analie Rosaria

**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 follow the SOP on sub assy process- Encountered defect missing on sub assy**

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:**

*AR*  
**PKIMT Management**

Conforme: ✓ *AR*

15\_PK01306

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 : 15\_PK01306

Buisan, Analie Rosaria 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st Offense

DATE : 11-Dec-18

This refers to the alleged offense(s) you have committed at 5-Dec-18 to name: Buisan, Analie Rosaria

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:


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This is for your guidance and strict compliance.

NOTED BY:

  
**PKIMT Management**

Conforme:   
15\_PK01306

FURUKAWA - Production Operator

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

**FAS Coordinator**

**From:** "Jenny / Gene Rose Fruelda Ferry" <generose.fruelda.ferry@furukawaelectric.com>  
**Date:** Tuesday, December 11, 2018 8:21 AM  
**To:** <coordinator@pkimt.com>; "FAS Coordinator" <f-coordinator@pkimt.com>  
**Cc:** "Je / Jerald Ramos Ganadillo" <jerald.amos.ganadillo@furukawaelectric.com>; "Julie / Maria Julie Bruno Sabido" <mariajulie.bruno.sabido@furukawaelectric.com>; "Roy / Roy Mikiel Boongaling Pentinio" <roymikiel.boongaling.pentinio@furukawaelectric.com>; "Angie / Angelica Vilela Tapalla" <angelica.vilela.tapalla@furukawaelectric.com>  
**Subject:** Issuance of Memo

Dear Mam Emie,

Good day!

I would like to request issuance of memo for the members below:

- a. Daihatsu 2102, Morcilla , Mariel 17-PK12184 - ~~VL~~  
 Violation: Unauthorized in assy (doing the process)  
 Date: Dec, 8, 2018
- b. Daihatsu 2103, Aprilyn Panaligan 17-PK17972 - ~~NC~~  
 Violation: no checking of bando gun for the 3<sup>rd</sup> checking  
 Date: December 6, 2018
- c. Daihatsu Initial, ~~Jessa Marie Jabben~~ <sup>CHERRY</sup> 17-PK11989 - ~~NC~~  
 Advance filling up of checksheet  
 Date: December 5, 2018
- d. Nissan 6102, Analie Buisan 15\_PK01306 - ~~VL~~  
 Violation: Encountered defect missing wire on sub assy due to noncompliance on process  
 Date: December 5, 2018
- e. Nissan Initial, Josephine Garcia, 18-PK26275 - ~~VL~~  
 Violation: Not conducting barcoding resulting wrong terminal  
 Date: Dec.7, 2018
- f. Daihatsu 2102, Eden Rubin, 18\_PK25391 - ~~VL~~  
 Violation: Mass pulling during re-sub assy, did not pull black wire and pull other wires (mass pulling). Upon checking affected cavity of shikakari not pulled have been damaged.  
 Date: Dec.8, 2018

Thank you po.

Regards,  
 Gene

12/11/2018



DATE: Dec 1, 2018

OFFENSE: Not following SOP

**WRITTEN EXPLANATION:**

Good Afternoon po... nagkapanon po ng pressing wire sa ECT  
chisel po sa sobrang delay ko pal di ko pa rin po masiyado  
kabisado dun sa sub 4... yung last insertin po na black  
di ko na po pala ninsert sa fagmamitahi naipasa kona  
po ng di ko na-double check... naipasa ko po agad sa sub 12...  
Humihingi po ako ng faumman sa fagmamitahi ko ng  
pressing wire, kabalipat ko lang po kic dun nang nox 19  
tapos na katungpan po talaga ang portion na yun... hindi ko  
na po kilitin na mapasa ng di na double check... nagawa  
ko lang po yun sa sobrang delay... :P

ADALF R. BUSTAD

Signature over Printed Name

Nissan 1600

Car Model / Line