



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_PK24712
NAME : Agner, Anilyn Barcillano
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : November 5, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 day Suspension 11/19/19
Line	Sabarn Initial A
ACKNOWLEDGE BY:  MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/18/2019 to name: Agner, Anilyn Barcillano

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-Skip process which result to wrong combination

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: 
18_PK24712

FURUKAWA - Production Operator

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



FURUKAWA AUTOMOTIVE SYSTEMS,
LIMA PHILIPPINES, INC.

Line: SUBARU INITIAL

WRITTEN EXPLANATION

Name: ANILYN B. AGNER

Date: 10/18/19

Employee No: 18-PK24712

Line: SUBARU INITIAL

☐ FAS
☒ PKIMT

(dko po si Anilyn agner na nagkaroon ng NG na wrong combination)

I'm anilyn agner I have an NG of wrong combination of wire because I prepared the same of color of point mark which is black. I didn't check the different of the point mark and also the length of wire. I didn't barcode the fan ban before I start, that's why I get the wrong combination. I didn't double check the wire before I weld. I didn't follow the standard welding because I need to lessen the wires.

Next time I will do the standard and I'll double check the wires. I will check the length, I will do the barcoding and I check the color of point mark of all the wire I will use.

Anilyn Agner

ASSOCIATE

J. Anlaem

STAFF

Rhea Jacob

JR. STAFF

[Signature]

SUPERVISOR

[Signature] 10/19

MANAGER

Issued by/Date: 10/18/19