



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\_PK18621  
**NAME** : Macatangay, Jennie Manalo *J Macatangay*  
**FROM** : PKIMT Management  
**SUBJECT** : Written Warning  
**No. of Offense** : 1st offense  
**DATE** : February 16, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	<i>Written</i>
Line/Shift	CT116 - B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 2/17
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/19/2021** to name: **Macatangay, Jennie Manalo**

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:**

No good filing of Checcksheet in Bukumi process

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:**

*[Signature]*  
PKIMT Management

Conforme: *J Macatangay*  
17\_PK18621

FURUKAWA - Production Operator

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



☐ FAS☒ AGENCYPlease Specify: PLMTControl No: FALP-18-2101-351

<u>L. Dela Rosa</u>	<u>S. Hernandez</u>	<u>C. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Jennie Macatangay  
Position: Asst. At  
ID Number: 17PL18621  
Batch No.: 184  
Car Model/Line: SUZUKI YD1 15116

Process: Bukumi Process  
Group/Shift: D-5-B  
Date/Time: January 19, 2021/10:48  
No. of Offense: 1st offense  
Superior Name: A. De Guzman

Non-compliance Reference/Document Control  
Number:FALP-W1-PLD-AP-101

## Details of Audit Findings:

No good filling up of Daily checksheet - WRONG DIGITAL SETTING VALUE OF  
BANDGUN. ACTUAL VALUE: 2.5 CHECKSHEET: 2.5

## WRITTEN EXPLANATION

Ako po si Jennie Macatangay na naudit noong January 19, 2021  
sa kadahilangan ng good ang tolerance ng ating bandgun. bago po mag start  
ako ng process mag calibrate po ako good naman po ang calibration  
na audit po ako ng 10:48 am, start po ng process good po ang ating gawa  
sa ilang oras po yun my tendency po magalaw ang ating bandgun.  
sa susunod po ang ating bandgun ay i-check to  
na din po ng ayas.

## REMARKS/ EVALUATION

☐ i-Alert written only  
☒ Agency/FALP Written Only (based on handbook)  
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

<u>J. Macatangay</u> Employee Date: <u>01-23-21</u>	<u>A. De Guzman</u> Jr Staff Date: <u>01-23-21</u>	<u>S. Hernandez</u> Staff Date: <u>01-23-21</u>	<u>P. Jose</u> Supervisor Date: <u>01/29/21</u>	<u>V. Lopez</u> Manager Date: <u>01/30/21</u>
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