
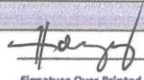




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 20_PK40503
NAME : Gesmundo, Camille D 
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
Written	
Line/Shift:	M12 Initial
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/8/2020 to name: Gesmundo, Camille Dorado

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 in Manual Crimping (Associate directly cut the terminal due to insulation remaining even not yet verified by Jr.staff

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: 
20_PK40503

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FALP-14-2011-4483

<u>R.A. Manjarez</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>Reyes</u> Noted By:
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Name: Gesmundo, Camille Process: Manual crimping
Position: Associate Group/Shift: DS -B
ID Number: 20PK40503 Date/ Time: Nov. 09, 2020/9:35
Batch No.: 312 No. of Offense: 1st
Car Model/Line: Mazda 112 Initial Superior Name: D. De Guzman

Non-compliance Reference/Document
Control Number:

FALP-WI-ENG-MC-009

Details of Audit Findings: Not following Defect Rule in Initial process

Associate directly cut the terminal due to insulation remaining even not yet verified by Jr Staff

WRITTEN EXPLANATION

no defect log and re-crimping form provided

I got panic and worried because I already have an "No Good" early in the morning that's why I immediately cut the terminal and re-crimp it. I promise and assured that I will not cut the terminal and next time I will call my Jr/staff to cut the terminal for me.

change mind set
having defect is normal
just improve their process
Always follow set rule

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>Camille D. Gesmundo</u> Employee Date: <u>12-01-2020</u>	<u>Jose Dela Cruz</u> Jr Staff Date: <u>12-01-2020</u>	<u>Miguel M. Villalva</u> Staff Date: <u>12-02-2020</u>	<u>Jose Dela Cruz</u> Supervisor Date: <u>12-02-2020</u>	<u>Jose Dela Cruz</u> Manager Date: <u>12/2</u>
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