



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_PK22260

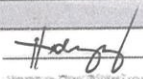
NAME : Managbanag, Wilma Payumo 

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st offense

DATE : January 0, 1900

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - WRITTEN WARNING
Time/Shift	MARDA 1008
MANAGER	

This refers to the alleged offense(s) you have committed at 1/19/2021 to name: Managbanag, Wilma Payumo

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 - Associate did not apply markings on passtape

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_PK22260

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: TMP-1A-2101-360

☒ AGENCY

Please Specify: PKMT

For: <u>duyabat</u> <u>J. Parnalan</u>	<u>Schombert</u> <u>K. Hernandez</u>	<u>CR</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Managbanag, Wilma

Process: Dimension / ECT

Position: Associate

Group/Shift: NS-A

ID Number: 18PK22260

Date/ Time: Jan 19, 2021 / 10:30

Non-compliance Reference/Document

Batch No.: 205

No. of Offense: First Offense

Control Number:

Car Model/Line: norda merge

Superior Name: J. Dela Rosa

TMP-WI-PRD-CI-058

Details of Audit Findings: Not Following SOP

Associate did not apply pen marking on passed tape in dimension and ECT process.

WRITTEN EXPLANATION

Ako po si Wilma P. Managbanag ay hindi nakapagbigay pen sa passtape ng dimlect process sa kadahilanan pong delay na po ako, Alam ko pong mali iyon pero sana po ay maunawaan niyo ang akin pong countermeasure sa susunod po kahit po ako ay delay susunod pa din po ako sa SOP.

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>WILMA P. MANAGBANAG</u> Employee Date: <u>02/19/2021</u>	<u>JS</u> Jr Staff Date: <u>02-19-21</u>	<u>K. Hernandez</u> Staff Date: <u>2-19-21</u>	<u>CR</u> Supervisor Date: <u>2-20-21</u>	<u>Hernandez</u> Manager Date: <u>3/2</u>
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