



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\_PK39309 *Jupen*  
NAME : Pante, Joseph Opeña  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 1st Offense  
DATE : September 26, 2020

This refers to the alleged offense(s) you have committed at 8/18/2020 to name: Pante, Joseph Opeña

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 Lay-out process (Hanging of sub wire in assembly Jig)**

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:

*Jupen*  
**PKIMT Management**

Conforme: *Jupen*  
20\_PK39309

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	185
written warning	
Line/Shift	H-3125 /A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	


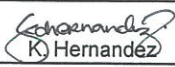

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2008-1817

☒ AGENCY

Please Specify: PRINT

		
Audited By:	Checked by:	Noted By:

Name: Pante Joseph  
 Position: Associate  
 ID Number: 20PK39309  
 Batch No.: 302  
 Car Model/Line: Honda TRRA 3/25

Process: Layout  
 Group/Shift: DS-A  
 Date/ Time: Aug 18 0000 / 09:30  
 No. of Offense: 1st offense  
 Superior Name: C. Felimon

Non-compliance Reference/Document  
 Control Number:

FAIP-CP-GCA-17090

## Details of Audit Findings:

Not following SOP  
Hanging of subwire on assembly jig.

## WRITTEN EXPLANATION

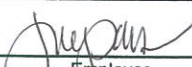
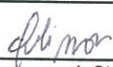

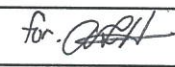
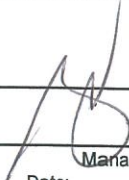
MAH NALAGAY KO LANG PO YUNG ALBAG KO SA BUKOD NA HINDI PA NALAY OG  
 RASI PO AND AY DELAY SA MGA ORAS NA YUN AT NALAGAY KO YUN DAPIT  
 SA PAGMAMADAL PASIENCYA NA PO SAHA PO AY MAMINDIHAN MO PO.  
 AND PO AY NAGPAGKALONG HINDI NA NULIT ANG CANON NA PANGAYAHAN-  
 SHAMAT PO.

## REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FAIP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

				
Employee Date: <u>08/21/20</u>	Jr Staff Date: <u>08/21/20</u>	Staff Date: <u>08-21-20</u>	Supervisor Date: <u>08/24/20</u>	Manager Date: _____