



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 : 19_PK34137
NAME : Dimaano, Jenilyn Cordero. *Jenilyn Cordero*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : July 14, 2020

This refers to the alleged offense(s) you have committed at 06/10/2020 to name: Dimaano, Jenilyn Cordero

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:

Unauthorized doing point marking even not certified

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: *[Signature]*
19_PK34137

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st - Written Warning</i>
Line/Shift	<i>0420 1st Process</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2006-1174

☒ AGENCY

Please Specify: PKMT

<i>M. Murillo</i> M. Murillo	<i>R. Hernandez</i> R. Hernandez J. Reyes	<i>G. Magadia</i> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Dimaano, Jenilyn
Position: Associate
ID Number: 19PK34137
Batch No.: 269
Car Model/Line: Suzuki Y2K Initial

Process: NS-C
Group/Shift: DS/B
Date/ Time: June 16, 2020 / 01:25
No. of Offense: First offense
Superior Name: R. Onda

Non-compliance Reference/Document
Control Number:

HRGA- 2018-04-14

Details of Audit Findings:

not authorized and being the process
~~Not following SOP~~

Associate conduct point marking even not certified
Remarks: Certified only on NS-C / Instructed by Jr. Staff

WRITTEN EXPLANATION

Nung nagstart po ang Suzuki Y2K ang process ko po ay NSC kaya lang po ung wike na ginagawa ko kelangan ng point mark. Ang request din po ang final ng lagyan ng point mark ang mga wike. Bilang operator po ng NSC ako na po ang naglalagay ng point mark sa mga wike. Nagkabase naman po ako sa kanilang na abing ginagawa at kung din wike ang lalagyan ng point mark.

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).

<i>Jenilyn</i> Employee	<i>J. Castro</i> Jr Staff	<i>Chen</i> Staff	<i>L. Reyes</i> Supervisor	<i>R. Onda</i> Manager
Date: <u>06/20/2020</u>	Date: <u>06/29/2020</u>	Date: <u>06/24/2020</u>	Date: <u>06/29/2020</u>	Date: <u>7/7/2020</u>