



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_PK15731

NAME : Magalona, Ana Marie Paran

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st Offense

DATE : June 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
WRITTEN WARNING	
Line/Shift	NS / 5:00pm - 8:120
ACKNOWLEDGE BY:	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 3/15/2020 to name: Magalona, Ana Marie Paran

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:

Using "Code name" in during Sub assy 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:

PKIMT Management

Conforme: _____

17_PK15731


FURUKAWA - Production Operator

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



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_PK15731
NAME : Magalona, Ana Marie Paran 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 19-Jun-20

This refers to the alleged offense(s) you have committed at 15-Mar-20 to name: Magalona, Ana Marie Paran

Violation Offense | 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

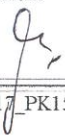
Description :
Using "Code name" in during Sub assy process

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:


PKIMT Management

Conforme: 
17_PK15731

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PEINT

Control No: FALP-1A-2003-1062

<u>Corbatone</u> K. Cabatana	<u>K. Hernandez</u> K. Hernandez / J. Reyes	<u>G. Magadia</u> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Magalona, Ana Marie
Position: Associate
ID Number: 17PM5731
Batch No.: 170
Car Model/Line: SUZUKI 15120

Process: Sub-Assembly Process
Group/Shift: DS/A
Date/ Time: MARCH 15, 2020 / 04:20
No. of Offense: 1st Offense
Superior Name: R. Narasigan

Non-compliance Reference/Document
Control Number:

FALP-WI-PRO-SA-43

Details of Audit Findings: Not following sup. using alias name during sub-assy process

WRITTEN EXPLANATION

AKO PO SI JUNA MARIE P MAGALONA, TAGA YDI ISO, DI KO NAMAN
PO TALAGA SUM NA BAWAL gumamit NG alias SA SUB-PC
AT NUNG TIME NA YUN AY BAWAL PO LANG TO AKO NA TORMON
SA SUB-ASSY.

COUNTER MEASURE: HINDI NA TO AKO CAGAMIT NG alias SA
SUB-PC AT PINAGUTAN KO NA DIN TO NUNG ORIH NA YUN.

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>[Signature]</u> Employee Date: <u>6/8/2020</u>	<u>[Signature]</u> Jr Staff Date: <u>6/8/2020</u>	<u>[Signature]</u> Staff Date: <u>6-8-2020</u>	<u>[Signature]</u> Supervisor Date: <u>6-9-2020</u>	<u>[Signature]</u> Manager Date: <u>6-11-2020</u>
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