



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_PK30033

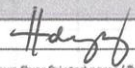
NAME : Caagbay, Erwin Marquina

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st offense

DATE : March 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st WRITTEN WARNING
Line/Shift:	MARDA 1032 -
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at

1/15/2021

to name: Caagbay, Erwin Marquina

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 Defect Rule - NG subwire found on sub assembly hanger without red tag

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: 

19_PK30033

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

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FAS

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AGENCY

Please Specify: PKIMT

Control No: FALP-1A-2101-200

<u>J. Ramirez</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Erwin Cagampang
Position: Associate
ID Number: 197420033
Batch No.: 252
Car Model/Line: Mazda 11032

Process: sub assembly Proven
Group/Shift: D-4
Date/ Time: January 15, 2021/2:05
No. of Offense: 1st Offense
Superior Name: E. Sulegada

Non-compliance Reference/Document
Control Number:

FALP-WI-PKIMT-SA-043

Details of Audit Findings:

not following dept. rule No submiss sound in sub assembly
hangar w/o seatag attached defect wrong use of tool

WRITTEN EXPLANATION

After go to bagbag Erwin by audit about go hindi ko wood hikaltejan
yaong ating na rona-ter na NG ipa-alam ko po kas' para iyan
sa ating leader audit wala naman po sign naga mga otas naga
kaga po naging ko muna ito sa sub manager hanggang sa naga bacetire
naga kam'ing 1 hour Break at malalim na kaga pang babihin ito sa
kaga at ipang katalagan naga naga kaga hindi kaga po uulit
napaligay palant for

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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

<u>[Signature]</u> Employee Date: <u>02-19-21</u>	<u>[Signature]</u> Jr Staff Date: <u>02/19/21</u>	<u>[Signature]</u> Staff Date: _____	<u>[Signature]</u> Supervisor Date: <u>2-20-21</u>	<u>[Signature]</u> Manager Date: <u>3/2</u>
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