



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\_PK25308

**NAME :** Domingo, Cedric Vargas

**FROM :** PKIMT Management

**SUBJECT :** Written Warning

**No. of Offense :** 1st Offense

**DATE :** February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
Line/Shift	5:5701
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 3.1.2021
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/4/2021** to name: **Domingo, Cedric Vargas**

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:**

No good fill up of daily checksheet in assembly 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:**

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
18\_PK25308

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PRINT

Control No: FAIR-14-2602-077

<u>R. Reyes</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Cedrick Domingo

Position: ASSOCIATE

ID Number: ISPM 25308

Batch No.: 022

Car Model/Line: Suzuki 407/501

Process: assembly

Group/Shift: NS-B

Date/ Time: Feb 4, 2021 / 9:30

No. of Offense: 151

Superior Name: J. Rodriguez

Non-compliance Reference/Document Control Number:

FAIR-WI-QCA-15005-

## Details of Audit Findings:

No good filling up of Daily checksheet  
missing bullet jig but still good on Daily checksheet.

## WRITTEN EXPLANATION

Ako po si Cedrick Domingo ay na Audit dahil po naka Good na akin Checksheet kahit missing Bullet jig. Ito po ay di ko alam na mahaba pala pr yang lagayan ng LA at di H po alam na clalawa pala pang mag ka patong ang Bullet Jig kaya po naka good sa akin dahil yan po ang kaniwang trabang Bullet Jig.

## 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>J. Reyes</u> Employee Date: <u>02/06/21</u>	<u>J. Reyes</u> Jr Staff Date: <u>2-6-21</u>	<u>J. Reyes</u> Staff Date: <u>2-6-21</u>	<u>J. Reyes</u> Supervisor Date: <u>2-6-21</u>	<u>J. Reyes</u> Manager Date: <u>2/7/2021</u>
--	--	---	--	---