
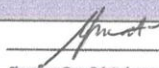




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK32867
NAME : De Leon, Calixta Arel 
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	Written
Line/Shift	Interv. Initial
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/17/2020 to name: De Leon, Calixta Arellano

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 Looping 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:


19_PK32867

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-1A-2020-3560

Name: Dr. Leon Calista
Position: Associate
ID Number: 19872467
Batch No.: 2015
Car Model/Line: Sabana GCT/Initial

Process: Looping process
Group/Shift: DS-A
Date/ Time: Sept 17, 2020 / 10:06
No. of Offense: 1st
Superior Name: B. Espinosa

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

Non-compliance Reference/Document

Control Number:

FALP-GL-PRD-GP-002

Details of Audit Findings:

Not following COP

Not using wire catcher during looping process

WRITTEN EXPLANATION

PASAWA na po kung kungang nag-loop po ako ng jinal wulhing ay hindi ko po napansin na nasa subing na ang terminal ng instalap ko dahil sa subing kaba po ng wire tapos yung kagamahan po ng branch ay tangled po.

Pasagot p' ay ayusin ko na po ang pag-loop at siguraduhin na nasa wire catcher ang terminal. Pasasaya na po at first time na nangyari 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>CAUTINA DE WID</u>	<u>R. Parana</u>	<u>F. HASTHORD</u>	<u>qph</u>	<u>Yust</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>07-19-20</u>	Date: <u> </u>	Date: <u>10/12/20</u>	Date: <u>01/09/21</u>	Date: <u>01/12/2021</u>