



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_PK29990
NAME : Villalobos, Joshua Lanote *Joshua*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : December 17, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st <i>written</i>
Line/Shift	65704
ACKNOWLEDGE BY:	
MANAGER	<i>V. Reyes</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **11/22/2020** to name: **Villalobos, Joshua Lanote**

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:

Multiple picking of wire
Associate conduct multiple picking of wires 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:

for
PKIMT Management

Conforme: *Joshua*
19_PK29990

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PLINT

Control No. ESUP-119-2011-5241

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

Name: JOSHUA VILLABES
 Position: ASSOCIATE
 ID Number: 19PL20090
 Batch No.: 651
 Car Model/Line: SEMI 4ST/5704

Process: SUB-ASSEMBLY PROCESS
 Group/Shift: PK-A
 Date/ Time: NOVEMBER 22, 2012/5:13
 No. of Offense: 1ST OFFENSE
 Superior Name: M. Sanchez

Non-compliance Reference/Document
 Control Number:

Details of Audit Findings:

multiple picking of wire - associate conduct multiple picking of wire
during sub-assy process

WRITTEN EXPLANATION

nas madali ko pu kasi okong natatapan
kaya gumagawa ko hindi ko na namalagan
na kahal ju pala gumagawa na audit pa din ng
lakt

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>M. Sanchez</u>	<u>M. Sanchez</u>	<u>R. P. Castro</u>	<u>M. Reyes</u>	<u>Quina</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>12-6-12</u>	Date: <u>12-02-2012</u>	Date: <u>12-02-2012</u>	Date: <u>12-02-2012</u>	Date: <u>12-11-2012</u>