



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** : 20\_PK41063  
**NAME** : Fajilan, Arnel Faner *Affgilar*  
**FROM** : PKIMT Management  
**SUBJECT** : Written Warning  
**No. of Offense** : 1st Offense  
**DATE** : January 26, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	Written
Line/Shift	55716
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	V. R. 02/26/21
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/26/2021 to name: Fajilan, Arnel Faner

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:

Associate did not set connector jig during lay out 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: *Affgilar*  
20\_PK41063

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify:

PRIMT

Control No: FAIR 1A-2101-487

<i>[Signature]</i> A. Gumbod	<i>[Signature]</i> R. Hernandez	<i>[Signature]</i> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Farjan Arnel  
Position: Associate  
ID Number: 207K 41043  
Batch No.: 016  
Car Model/Line: Suzuki 40/5116

Process: Layout  
Group/Shift: NS 1A  
Date/ Time: Jan. 26, 2021 / 8:45  
No. of Offense: 1st  
Superior Name: A. Gumbod

Non-compliance Reference/Document Control Number:

FAIR - M-PRD-GR 092

## Details of Audit Findings:

Jig during layout process

Non Compliance during lay out process, associate did not set connection

## WRITTEN EXPLANATION

Kaya po dikr nilagay sa jig kasi karabi ko lang po yung maglalagay  
gawa ng may insertion papa saya dun sinusupport kaya lag sya  
nung time na yon kaya para magdadali sya sa process naga dikr na  
nilagay

## 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).

<i>[Signature]</i> Employee	<i>[Signature]</i> Jr Staff	<i>[Signature]</i> Staff	<i>[Signature]</i> Supervisor	<i>[Signature]</i> Manager
Date: <u>22-04-2021</u>	Date: <u>22-04-2021</u>	Date: <u>2/9/2021</u>	Date: <u>2/9/2021</u>	Date: <u>6/2/11/21</u>