



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_PK35477

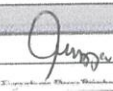
NAME : Alcantara, Tricia Mae Mungcal

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 2nd offense

DATE : February 23, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	Written
	S-12R-5127
ACKNOWLEDGE BY:	
MANAGER	 3.1.2021

This refers to the alleged offense(s) you have committed at 12/11/2020 to name: Alcantara, Tricia Mae Mungcal

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 on checksheet in sub assy

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_PK35477

FURUKAWA - Production Operator

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

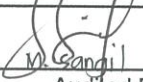


I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMIT

Control No: FAP-1A-2012-5771

 M. Sandoval	 K. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

Name: Alcantara, Tricia
 Position: Associate
 ID Number: PIPR35477
 Batch No.: 274
 Car Model/Line: Suzuki 12R 5127

Process: Bukumi
 Group/Shift: DS/A
 Date/ Time: Dec. 11, 2020 / 10:45
 No. of Offense: first offense
 Superior Name: in moscoso

Non-compliance Reference/Document
 Control Number:

FAP-W1-PND-AP-101

Details of Audit Findings:






No good filling of checksheet
Pen/worn out assy board drawing but ok on checksheet. (Assy Board Daily Inspection Record)

WRITTEN EXPLANATION

Ang po si Tricia Mae Alcantara ay nagaudit sa kadalilangang mali ang pag fill up ng ating
checksheet hindi ko po (kase) napansin. namay buhat/punit ang assy board dahil maliit po
his kanya naman po nagawa ko ito sa ating checksheet.
Sa susunod it checked ko na po ng ayus ang ating assy board drawing bago ko
po fillupan ang ating checksheet.

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).

 Tricia Mae Alcantara Employee Date: <u>January 23, 2021</u>	 M. Moscoso Jr Staff Date: <u>01-24-21</u>	 M. Sandoval Staff Date: <u>1-28-21</u>	 M. Hernandez Supervisor Date: <u>1-27</u>	 J. Reyes Manager Date: <u>2-18-21</u>
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