



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_PK28112
Silvestre, Ma. Kristel Magdame- *Mk8jph*
FROM : PKIMT Management
SUBJECT : : Written Warning
No. of Offense : 1st offense
DATE June 28, 2019

This refers to the alleged offense(s) you have committed at 5/14/2019 to name: Silvestre, Ma. Kristel Magdame

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

Section No. 14

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(Assign appearance inspector did not conduct barcode first)

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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: *Mk8jph*
18_PK28112

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1ST
	WRITTEN
Line	b2105
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

i_Alert Audit Report

Car Model / Line No.		Daihatsu/2105		Picture	Action Taken
Date / Time		05/14/19 4:15 Pm			
Name / ID No.		Ma.Kristel Silvestre 18-PK28112			
Shift / Group		DS/b			
Batch No.		238			
Process		Appearance			
FAS or Agency: specify		PKIMT			
Person Informed		Grace Montealto			
Audited by:		B. Villanueva			
Details					
<p>Not Following SOP</p> <p>Assign appearance inspector did not conduct barcode first.</p>				<p>No Available Picture</p>	



DATE: 04-28-14

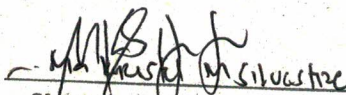
OFFENSE: _____

WRITTEN EXPLANATION:

Ako po si Ma Karel Silvestre ng line 2105 ng naudit na nag inspect na di naka barcode sa computer sa kadahilanan po sinusupport ko po ng original na operator sa backlog. Inspect ko po harness gamit ng ~~ang~~ daily sample sa kabalay table at saika ko po ito ibigay sa original operator para po sya po ng magbarcode at magpass tape. Sabi din naman po nang nakaudit sa kan ay di po gumagana pero di din po sya standard. Di ko na po ulitin. Humihingi po ako ng pagmamatin sa di pagsunod sa sop.

COUNTERMEASURE:

King sakali mag-support po ulit ako paghahanap nalay po naman ng harness sa pag inspect. Di ko na po ulitin.


Signature over Printed Name

Car Model / Line