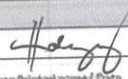




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK22299
NAME : Castillo, Sarah Jane Cortez
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : March 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
WRITTEN WARNING	
Line/Shift	DA2DA 1032
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/19/2021 to name: Castillo, Sarah Jane Cortez

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 filing of Daily checksheet

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: 
18_PK22299

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FAP-1A-2101-358

For: <u>duybal</u> <u>J. Purnalon</u>	<u>Schovan</u> <u>K. Hernandez</u>	<u>Amh</u> <u>Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Castillo Sarah Jane
 Position: Associate
 ID Number: 18PK22299
 Batch No.: 205
 Car Model/Line: mazda merge

Process: Assembly
 Group/Shift: NS-A
 Date/ Time: Jan 19, 2021/ 10:05
 No. of Offense: First Offense
 Superior Name: E. Quejada

Non-compliance Reference/Document Control Number:

FAP-WI-PRD - PP-701

Details of Audit Findings: No good filling of daily checksheet

Assembly board has loose and damaged jig but ok on checksheet. > Assy Board Daily Inspection

WRITTEN EXPLANATION

Ako si Castillo Sarah Jane pa na-audit ng Alert dahil naka ok sa checksheet pero. Ng ang jig na nasa board sa kahitang hindi ko pa sagad check ng ayus ang mga jig at nagpahayag na akong magfill up ng checksheet.

sa unsunad i-check ng ko pa muna ang bawat parte ng board bago ko judge sa checksheet. Hinihingi ko pa ang inyong lubat na pang-unawa.

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>Roth</u> (Employee) Date: <u>02-19-20</u>	<u>Quejada</u> Jr Staff Date: <u>02/19/21</u>	<u>Purnalon</u> Staff Date: _____	<u>Quejada</u> Supervisor Date: <u>2-20-21</u>	<u>Amh</u> Manager Date: <u>2/2</u>
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