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

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:	ka	Verbal	
Line	C-101	5124	
ACKNOWLEDGE BY:		4/17/21	
MANAGER		Signature Over Printed name/ Date	

**MEMORANDUM NO. HRADM**

**TO :** 21\_PK46677

**NAME :** Jalos, Mary Joy Magtanggol

**FROM :** PKIMT Management

**SUBJECT :** Verbal Warning

**No. of Offense :** 1st offense

**DATE :** April 17, 2021

This refers to the alleged offense(s) you have committed at

2/10/2021

to name: Jalos, Mary Joy Magtanggol

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 hanging of wires at 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:

PKIMT Management

Conforme: 21\_PK46677

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

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FAS

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AGENCY

Please Specify: PKINT

Control No: FAIP-19-2102-870

<u>L. Devilla</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Valos, Mary Joy  
 Position: Associate  
 ID Number: 21PK46677  
 Batch No.: 351  
 Car Model/Line: Suzuki Y2R / 5127

Process: Layout  
 Group/Shift: NC-13  
 Date/ Time: FEB. 10, 2021 / 10:00  
 No. of Offense: first offense  
 Superior Name: K. Araya

Non-compliance Reference/Document

Control Number:

FALP - WISPD SA - 043

Details of Audit Findings: No good hanging of wires

sub wire found on tupper box in layout process.

## WRITTEN EXPLANATION

Nagawa ko po iyon sa subram pag nagdadali at taranta  
po ako dahil ako po ay dahil. At di ko po iyon sinasag-  
sa di ko din po alam iyon dahil bawal kare bago pa  
lang po ako sa line.

## REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Imay</u>	<u>C. Con Varro</u>	<u>M. Araya</u>	<u>C. Carables</u>	<u>Araya</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>2/21/21</u>	Date: <u>2/22/21</u>	Date: <u>2/22/21</u>	Date: <u>2-23-21</u>	Date: <u>2-10-2021</u>