



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_PK22423
NAME : Lariza, Geny Rose Ambait
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : March 21, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENT / ASSESSMENT	
No. Offense:	1st
WRITTEN WARNING	
Line/Shift	MARDOA 1032
MANAGER	

This refers to the alleged offense(s) you have committed at 1/19/2021 to name: Lariza, Geny Rose Ambait

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:

Non- Compliance during 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: 
18_PK22423

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

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FAS

Control No: FMP-1A-2101-359

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AGENCY

Please Specify: PRMT

For: <u>Audited</u> <u>J. Ponzalan</u>	<u>Checked by</u> <u>K. Hernandez</u>	<u>Noted By</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Lariza Jenny Rose

Process: Assembly

Position: Associate

Group/Shift: NS-A

ID Number: 18PK22423

Date/ Time: Jan 19, 2021 / 11:30

Batch No.: 200

No. of Offense: First Offense

Car Model/Line: Nazab merge 1032

Superior Name: E. Quejada

Non-compliance Reference/Document Control Number:

FMP-WI-PRD-AP-701

Details of Audit Findings:

Non Compliance During Assy

Associate conduct hanging of branch during tapira in assembly process.

WRITTEN EXPLANATION

Kasi po iyon ay aking nakasangkayan na at napapadali po ako sa aking process, At saka diku po nataman alam na iyon pala ay bawal. Sa sumukat po di kulia gaga-win iyon ulit.

REMARKS/ EVALUATION

☐ i-Alert written only

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Agency/FALP Written Only(based on handbook)

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

[Signature]
Employee
Date: 02/19/21

[Signature] 02/21/21
Jr Staff
Date: 02/21/21

[Signature]
Staff
Date: 2-20-21

[Signature]
Supervisor
Date: 2-20-21

[Signature]
Manager
Date: 3/2