



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_PK34736
NAME : Garcia, Missey Joy Mabuti
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : October 18, 2020

This refers to the alleged offense(s) you have committed at 9/12/2020 to name: Garcia, Missey Joy Mabuti

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:

Not Following SOP

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK34736

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - WRITTEN WARNING
Line/Shift	H010A TARA INITIAL
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A-209-03315

<u>R.A. Panjarez</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: SANCIA, WISSEY TOY
 Position: Associate
 ID Number: 10-PK34730
 Batch No.: 271
 Car Model/Line: Honda TKRA / Initial

Process: Bakulm
 Group/Shift: PS-B
 Date/ Time: SEPT. 12, 2020 / 8:50
 No. of Offense: 1st
 Superior Name: R. Cambron

Non-compliance Reference/Document
 Control Number:

FALP-GI-PRD-GP-012

Details of Audit Findings:

Not following SOP

Associate did not set the min. on ann. sig.

WRITTEN EXPLANATION

Hindi ko pa nakalagay sa sig ang mga connector dahil delay pa kami kailangan ng maghapat.

Counter measure:

I will follow the SOP during process.

I will always follow the step by step process.

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>SANCIA</u> Employee Date: <u>09-22-20</u>	<u>R. Cambron</u> Jr Staff Date: <u>9-25-20</u>	<u>R. Cambron</u> Staff Date: <u>09/25/20</u>	<u>[Signature]</u> Supervisor Date: <u>09/25/2020</u>	<u>[Signature]</u> Manager Date: _____
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