



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_PK25941
NAME : Flores, Andrea Chabelita Patulot
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : November 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
Line/Shift	Togofa Initial XB
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/23/2020 to name: Flores, Andrea Chabelita Patulot

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 location/Condition of wire

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_PK25941

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FAIP-1A-2010-4606

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

Name: Flores, Andrea Cabelito Process: Shikakari Handler
 Position: Associate Group/Shift: NS-B
 ID Number: 18PK25944 Date/ Time: October 23, 2020/11:45
 Batch No.: 254 No. of Offense: FIRST OFFENSE
 Car Model/Line: Toyota Initial Superior Name: C. Panopio

Non-compliance Reference/Document
Control Number:

FAIP-CP-001-17070

Details of Audit Findings: No good location/condition of wire
2 Pulled out from sub assy no kaban.

WRITTEN EXPLANATION

- kaya ko po napating yung wire sa hindi naman po bagayin ay
 bigla po akong tinawag sa kabilang line para bigyan or rebn
 kita ng isang shikakari wites kari po ito ay urgent hindi ko na po malala
 na may napating ako na wires hindi ko po iyon sinadya at yun ling po
 yung lina kung pagkakataon na magpatong down sana po ay inyong
 inamulaan. Hindi lang naman po kan yang une ang shereth ko.
 At hindi na po ako nakapagpaliwanag sa nyo (Alert) kasi po
 nataranta at natakot na po ako.

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>Flores, Andrea Cabelito</u>	<u>Cherry</u>	<u>McRabbs, Ferdinand A.</u>	<u>P. Sanus</u>	<u>V. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>11-04-20</u>	Date: <u>11-04-20</u>	Date: <u>11-05-20</u>	Date: <u>11-21-2020</u>	Date: <u>11/19/20</u>