

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

/ Mable o

MEMORANDUM NO. HRADM

TO

: 18 PK27440

NAME

Pableo, Marites Arriola

FROM

: PKIMT Management

SUBJECT

Written Warning

No. of Offense

1st Offense

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

DATE

March 21, 2021

1/16/2021

to name:

PKIMT

No. Offense:

489

WHITEN

Pableo, Marites Arriola

ACKNOWLEDGEMENT FORM

COMMENTS/ ASSESMENT

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:

Multiple picking of wires

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 t implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

Conforme:

PKIMT Management

18 PK2744

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

FAS			Control No: 7711-319		
AGENCY Please S	pecify: PKIMT		For dyplod J. Punzalan	K. Hernandez	J.Reyes
Name:	04 1.	Process:	Audited By:	Checked by:	Noted By:
Position: ID Number: Batch No.:	Pableo, Marites Associate 189827440 234	Group/Shift: Date/ Time: No. of Offense:	5ub Assy NS/B January 16, 2021/10:20 15+ oppose		e Reference/Document Control Number:
Car Model/Line:	Syzuki YKC/5132	Superior Name:	J. Martibag	Frie Net	PKD - SA-0K3
Details of Audit Findings: Multiple picking of whee Br LG /, L/, IVSS 2.0F					
WRITTEN EXPLANATION					
Ako po si Marifes A: Pablo ay nahulu ng T-Allert gawa ng Multiple picking kaya ko lang po nagawa sng Multiple Picking Sanhi po ng kawalan ng pang Lay-put at tami ay dalawa lang ha Sub-Assy kaya ko nagawa po yuni sa Susunod po ay di ko na po lulifin.					
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).					
Mable	yee	Mon Mahbag	M'URBAN) Staff	10- DE CAZIN Supervisor	v. pokos Mønager
Date:	. 21 - 21 Date: _	1 02-20-21	Date: 02-21-21	Date: 02 1212	Date: