

**MEMORANDUM NO. HRADM**

**TO** : 18\_PK27379  
Lauta, Myline Ocmer

**FROM** : PKIMT Management

**SUBJECT** : Written Warning

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

**DATE** : 9/10/2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	Written
Line	5706 - A
ACKNOWLEDGE BY:	
MANAGER	Hazy / 9-13
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **8/10/2019** to name: **Lauta, Myline Ocmer**

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**Section No. 14**

**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 - The associate didn't conduct re sub when encountered Initial check NG**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:**

*gmv*  
**PKIMT Management**

**Conforme:**

*gmv*  
18\_PK27379

**FURUKAWA - Production Operator**

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: PAIP-1A-1902-202

☒ AGENCY

Please Specify: PRINT

<u>J. Alday</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Laura Myline  
Position: Associate  
ID Number: 18-PSA10379  
Batch No.: 234  
Car Model/Line: Subaru ECT / Photo

Process: Sub. Assy  
Group/Shift: NK-A  
Date/Time: Aug. 10, 2019 / 01:05PM  
No. of Offense: 1st Offense  
Superior Name: J. Alday

Audit Findings: Not Following SOP

Details:

The associate didn't conduct re-sub when encountered initial  
check. No.

## WRITTEN EXPLANATION

Ako po si Myline Laura di ko na po ni re-sub  
kari po yun ay finish na mag initial check. No po kari  
may harness po kari sa connector jig. (Accident) Akridente  
ko po karing na start, nadedetect po kari kung ng sub PC  
kilangan po kari na walang naka insert na harness sa mga  
connector jig.

## Remarks/ Evaluation:

Written (Signature)

<u>Laura Myline</u> Signature of Employee Date: <u>Aug 10, 2019</u>	<u>J. Alday</u> Jr Staff Date: <u>8-14-19</u>	<u>M. Magadia</u> Staff Date: <u>8-14-19</u>	<u>R. Magadia</u> Supervisor Date: <u>8/16/19</u>	<u>H. Magadia</u> Manager Date: <u>8/31</u>
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