



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_PK36998
NAME : Dela Cruz, Zareen Barcelonio
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 20, 2020

This refers to the alleged offense(s) you have committed at 1/24/2020 to name: Dela Cruz, Zareen Barcelonio

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:

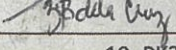
Not Following SOP

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:


PKIMT Management

Conforme: 
19_PK36998

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - WRITTEN WRITING
Line	PKIMT 1720-B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	



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MEMORANDUM NO. HRADM

TO : 19_PK36998
NAME : Dela Cruz, Zareen Barcelonio
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 1st offense
DATE : 19-Feb-20

This refers to the alleged offense(s) you have committed at 24-Jan-20 to name: Dela Cruz, Zareen Barcelonio

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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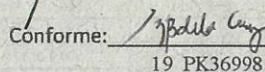
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NOTED BY:


PKIMT Management

Conforme: 
19_PK36998

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FALP(1A-20b)-0204

<u>D. Flemem</u>	<u>R. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Dela Cruz, Zareen

Position: Associate

ID Number: 192836998

Batch No.: 284

Car Model/Line: Suzuki 401/520

Process: Dimension / Ect process

Group/Shift: NS-B

Date/ Time: January 24, 2020 / 1:29

No. of Offense: 1st

Superior Name: M. Ramos

Non-compliance Reference/Document

Control Number:

FALP-WI-pro-CI-058

CONTINUITY INSPECTION PROCESS

Details of Audit Findings:

Not following SOP
Associate did not conduct pen marking on pass tape on dimension and Ect process

WRITTEN EXPLANATION

Ako po ay humihinge ng paumanhin sa aking nagawa na hindi pag sunod sa SOP. Sa kadahilanan na ako po ay tambak ng (galingan) gaging 170n. naway 14.0ng maunawaan. pasensya na po at salamat.

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).

1/24/2020
gms

<u>3/Dela Cruz</u>	<u>Ramos, Jr Staff</u>	<u>Ramos, Cheryl Ann B. Staff</u>	<u>F. B. B. Supervisor</u>	<u>G. Catola Manager</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>1-27-2020</u>	Date: <u>1-27-2020</u>	Date: <u>1-27-2020</u>	Date: <u>01-29-2020</u>	Date: <u>02-02-2020</u>