



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_PK30834
NAME : Bueno, Kenneth Abueva ✓
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 22, 2020

This refers to the alleged offense(s) you have committed at 1/27/2020 to name: Bueno, Kenneth Abueva

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 Follow 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.

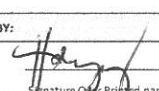
NOTED BY:


PKIMT Management

Conforme: Bueno, Kenneth A.
19_PK30834

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - WRITTEN WARNING
Line/Shift	Production 7007 - A
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date



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_PK30834

NAME : Bueno, Kenneth Abueva ✓

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 20-Feb-20

This refers to the alleged offense(s) you have committed at 27-Jan-20 to name: Bueno, Kenneth Abueva

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

PKIMT Management

Conforme: / Bueno, Kenneth A.

19_PK30834

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PRINT

Control No: FAIP-1A-2001-0256

<u>M. Magadia</u>	<u>J. Reyes/K. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Bueno, Kenneth

Process: Ecl

Position: associate

Group/Shift: DS-B

ID Number: 19PK 70837

Date/ Time: Jan. 27, 2020 12:50

Batch No.: 255

No. of Offense: 1

Car Model/Line: Subaru 7107

Superior Name: J. mag pantay

Non-compliance Reference/Document

Control Number:

FAIP-WI-PAP- CI-058

Continuity Inspection Process

Details of Audit Findings:

Not following SOP
conducted ex taping on checker jig and did not check condition of conn. when cannot passed on Ecl process

WRITTEN EXPLANATION

Ako po si Kenneth bueno na audit ng I alert sa pangyayari pang iyon di
ku po hinampas ng tatlong beses yung checker jig sa pagkaka pangyayari po eh
di ko po natatag po yung hawak ko po yung jig tinapik ko po: tapos inaudit ng
po ako kasi nga daw hinampas ko daw po yung jig

Amended

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>ASANO</u>	<u>J. Reyes/K. Hernandez</u>	<u>M. Magadia</u>	<u>Supervisor</u>	<u>Manager</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>01-29-20</u>	Date: <u>01-29-20</u>	Date: <u>1/30/20</u>	Date: <u>1/30</u>	Date: <u>2/7</u>

2/6/2020