



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\_PK27199  
NAME : Punto, Jean Ernanyoll Angeles  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 2nd offense  
DATE : July 2, 2020

*JP Punto*

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd WRITTEN WARNING
Line/Shift	FURUKAWA PRODUCTION
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 5/22/2020 to name: Punto, Jean Ernanyoll Angeles

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 - Associate conduct control F1 / Early saving of data even not yet finish on her process

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:

*JP Punto*  
PKIMT Management

Conforme: JEAN ERNANYOLL A. PUNTO  
18\_PK27199

FURUKAWA - Production Operator

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





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\_PK27199

NAME : Punto, Jean Ernanyoll Angeles

*J. A. Punto*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 30-Jun-20

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

22-May-20

to name: Punto, Jean Ernanyoll Angeles

Violation Offense | V

**OFFENSES AGAINST COMPANY INTEREST**

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NOTED BY:

*[Signature]*

PKIMT Management

Conforme: *J. A. Punto*  
*JEAN ERNANYOLL A. PUNTO*

18\_PK27199

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-2005-1096

<u>C. Muriel</u> M. Muriel	<u>J. Reyes/K. Hernandez</u> J. Reyes/K. Hernandez	<u>tr. Magadia</u> S. Magadia
Audited By:	Checked by:	Noted By:

Name: Punto Jean Ernanyol

Process: Auto Crimping

Position: Associate

Group/Shift: NS-A

ID Number: 18-PR27199

Date/ Time: May 22 2020 / 03:53

Batch No.: 233

No. of Offense: First offense

Car Model/Line: Suzuki YDI- Initial

Superior Name: C. Magadia

Non-compliance Reference/Document

Control Number:

FAIP- WI-ENG-CC-008

Waiting 3 Crimping

## Details of Audit Findings:

Not Following SOP  
Associate conduct control FI / Early setting of data even not yet finish on her process

## WRITTEN EXPLANATION

AKO PO SI JEAN ERNANYOL A. PUNTO, NAGSASABING SUSUNOD NA SA SOP, PAG MINSAN NAKAKALIMUTAN KO PO LAO NA AT STRIP PO, LAO NA PO PAG NAGMAMADALI SUSUNODIN KO NA PO ANG SEP, MAG-LE-LENGTH PO MUNA, BAGO MAG-INPUT, HINDI NA RIN PO GAGAMIT NG CONTROL F-1, NAGAMIT KO PO KASI, DAHIL BAGONO PALIT PO ANG CPU - NAKA-ACTIVATE PA PO ANG CONTROL F-1.

- Control F-1 already default.

## 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>JEAN ERNANYOL A. PUNTO</u>	<u>Cristy Maghaya</u>	<u>M. G. G. G.</u>	<u>J. J. J.</u>	<u>KATHERINE G. G.</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>20-10-18</u>	Date: <u>16-08-20</u>	Date: <u>6-10-2020</u>	Date: <u>6-10-2020</u>	Date: _____