



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_PK23921
NAME : Castillo, Julie Acilo *J. Castillo*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : June 26, 2020

| PKIMT ACKNOWLEDGEMENT FORM | |
|--|--------------------|
| COMMENTS/ ASSESMNT | |
| No. Offense: <i>1st offense</i> <i>WRITTEN WARNING</i> | |
| Line/Shift | <i>110101A 31K</i> |
| ACKNOWLEDGE BY: <i>[Signature]</i> | |
| MANAGER | <i>[Signature]</i> |
| Signature Over Printed name/ Date | |

This refers to the alleged offense(s) you have committed at 2/28/2020 to name: Castillo, Julie Acilo

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 - when encountered lacking parts

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:

[Signature]
PKIMT Management

Conforme: *J. Castillo*
18_PK23921

FURUKAWA - Production Operator

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




☐ **FAS**

FAS

☐ AGENCY

Please Specify: PKINT

Control No: FALP-1A -2002-0747

| | | |
|---|--|---|
|  R. K. Rigney |  K. Hernandez |  G. Magadia |
| Audited By: | Checked by: | Noted By: |

Name: Castillo, Julie
Position: auxiliary
ID Number: 18PI33921
Batch No.: 217
Car Model/Line: Honda 1 315

Process: Assembly / MAC 1
Group/Shift: D513
Date/ Time: February 28, 2020 / 08:45
No. of Offense: 1st offense
Superior Name: A. Pardo

Non-compliance Reference/Document Control
Number:

FAUP-GL-PRD-EP-038

Rules of fallen 3 excess marks -

Details of Audit Findings:

Details of Audit Findings: Not following SOP when encountered looking for unsale act associate directly give frequent points to W- associate in between conveyor

WRITTEN EXPLANATION

ako po si Julie Contina ng line 31K ay na audit ng 1-Audit. Nagbigay po ako ng
ports sa operator. Subrang delay na po ako humingi, eila ng parts at kinyan po po
kase po hindi na ~~gusto~~ (namatay) na mataba ang aming expert na sakasakayan. pong sya ay
may ginagawa din po. Ang aming Leader naman po ay naka porton din po






sa susunod pong humingi ng parts ang aming asy ay hindi ko na po aabutan - tatawagin ko na po ang liad or ang expert. sasunod na po ako sa mga dapat gawin. pasensya nAPO.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

Agency/FALP Written Only(based on handbook)

| | | | | |
|---|---|---|---|---|
|  |  |  |  |  |
| Employee Date: <u>March 14, 2020</u> | Jr Staff Date: <u>03/13/20</u> | Staff Date: <u>03/13/2020</u> | Supervisor Date: <u>03/19/20</u> | Manager Date: _____ |