



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 : 20_PK40778
NAME : Rosales, Arabela Ramos
FROM : PKIMT Management
SUBJECT : written Warning
No. of Offense : 1st Offense
DATE : November 11, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
<i>[Signature]</i>	
<i>[Signature]</i>	
Line/Shift	H 2120 / B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature/ver Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/28/2020 to name: Rosales, Arabela Ramos

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:

No good filling up of daily Checksheet in Appearance

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: *[Signature]*
20_PK40778

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- 2009- 3247

<i>J. Reyes</i>	<i>Echeandez Hernandez</i>	<i>J. Reyes</i>
Audited By:	Checked by:	Noted By:

Name: Rosales Arabela
 Position: Associate
 ID Number: 20PMD470 40771
 Batch No.: 315
 Car Model/Line: Honda TKRA/3130

Process: Appearance
 Group/Shift: DC/B
 Date/ Time: September 22, 2020
 No. of Offense: 1st offence
 Superior Name: M. Macdal

Non-compliance Reference/Document
 Control Number:

FALP-MI-PRD-1P-007

Details of Audit Findings: No good filling up of daily checksheet

WRITTEN EXPLANATION

I Arabela Rosales, not filling up the checksheet of master sample. I'll admit its my mistake of not doing it earlier but I'll also admit to that I'm always doing it. It's just happen that I'm to late to the checksheet so that the I alert audit me. I remember that I put it on other checksheet but its to late because she already audit me.

Countermeasure:

I'll promise that next time I will fillup the checksheet earlier so that I alert won't audit me anymore.

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).

<i>jugally</i>	<i>m. macdal</i>	<i>N. De Torres</i>	<i>2020</i>	<i>10</i>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>10-02-20</u>	Date: <u>10/02/20</u>	Date: <u>10/13/20</u>	Date: <u>10/23/20</u>	Date: _____

quite block