



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 5388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK35574
NAME : Mercado, Jhana Marie Delgado *Jmercado*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : November 27, 2019

This refers to the alleged offense(s) you have committed at 11/19/2019 to name: Mercado, Jhana Marie Delgado

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:

Advance working during breacktime without consent of their Junior Staff

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: *Jmercado*
19_PK35574

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st - WRITTEN WARNING</i>
Line	<i>PUZUKI YZR 1725 - A</i>
ACKNOWLEDGE BY:	<i>[Signature]</i> 11/29/19 KATHERINE C. CABRERA
MANAGER	Signature Over Printed name/ Date



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MEMORANDUM NO. HRADM

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NAME : Mercado, Jhana Marie Delgado *Jmercado*

FROM : PKIMT Management

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Violation Offense I V

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Conforme: *Jmercado*
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COMPLIANCE AUDIT REPORT
(NS - Gold Adriano)

Date: November 19, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	Incharge Car Model/ Department	Person incharged	Status/Remarks
3	11/19 NS	Suzuki line 5125			Three associate advance working during breaktime without consent of their junior staff	NG	Advised them that working during breaktime without junior staff is not allowed also informed their leader regarding this	SOP	Jhana Marie, Mercado-PKIMT, Lerma Hedia-AddEven, Gonzales Cely-PKIMT	Merly Mercado	Suzuki	Ma'am Kath	For Monitoring

PKIMT

OFFENSE: Advance working during breaktimeDATE: 11/21/2019

WRITTEN EXPLANATION:

kaya po ako nagadvance kasi po sobra na po akong delay kaya po di alam ng leader kasi po wla pa yong leader sa line.

Countermeasure:

Sisikapin ko po na tapag ako ay magadvance ay kasama ko lang (lead) line leader.

mercedo Jhana Marie

Signature over Printed Name / Line