



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** : 21\_PK47184  
**NAME** Hernandez, Diana Rose Panopio *ghernandez*  
**FROM** : PKIMT Management  
**SUBJECT** : Written Warning  
**No. of Offense** : 1st offense  
**DATE** March 15, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
WRITTEN WARNING	
MAR 20 2021	
v. notes	
MANAGER	

This refers to the alleged offense(s) you have committed at **2/15/2021** to name: **Hernandez, Diana Rose Panopio**

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 sequence in Dimension - Associate skipped sequence 38 and 39 during Dimension Inspection**

**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: *ghernandez*  
**21\_PK47184**

**FURUKAWA - Production Operator**

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FAP-1A-2102-900

<u>R. Alegro</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Hernandez, Diana Rose

Position: Associate

ID Number: 21PK 47184

Batch No.: 358

Car Model/Line: Suzuki YDI 517

Process:

Dimension

Group/Shift:

NSA

Date/ Time:

Feb 15, 2021/09:30

No. of Offense:

First Offense

Superior Name:

M. Ursua

Non-compliance Reference/Document Control Number:

FAP- WI-PRD-IP-044

Details of Audit Findings: Not Following sequence in Dimension

Associate skipped sequence 38 and 39 during dimension inspection

## WRITTEN EXPLANATION

OIT Pa lang po ako kaya di ko po masyado alam pa, katarimula ko pa rin paing po, at sa car sumund ay sayurin ko na ang pag-surukat at pag-aaralan ko rin pa ang sequence hindi na pa manulit.

## 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>DIANA ROSE</u>	<u>M. Ursua</u>	<u>1. Ursua</u>	<u>S. Hernandez</u>	<u>V. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: _____	Date: <u>2/24/21</u>	Date: <u>2/24/21</u>	Date: <u>2/24/2021</u>	Date: <u>2/24/21</u>