




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\_PK39886  
**NAME :** Tumampil, Rommel Christopher Gatbunton  
**FROM :** PKIMT Management  
**SUBJECT :** Written Warning  
**No. of Offense :** 1st Offense  
**DATE :** February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	n/m/n/r
Line/Shift	SC725 / B
ACKNOWLEDGE BY:	
MANAGER	 3.1.2021
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/6/2021** to name: **Tumampil, Rommel Christopher Gatbunton**

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:

Unauthorized person getting 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:

  
PKIMT Management

Conforme:   
20\_PK39886

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS  
☒ AGENCY  
 Please Specify: PKIMF

Control No: FAP-1A-2102-705

<u>F</u> <u>M. Calim</u>	<u>Echerman</u> <u>(K. Hernandez)</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Kommel Christopher Tumompil  
 Position: associate  
 ID Number: 20PK 91836  
 Batch No.: 02  
 Car Model/Line: suzuki 12R/ 6125

Process: shiage  
 Group/Shift: NS/13  
 Date/ Time: Feb 6, 2021 6:59  
 No. of Offense: 1st  
 Superior Name: C. convento

Non-compliance Reference/Document Control Number:

FAP-6L-PRP-6P-092

## Details of Audit Findings:

un-authorized person getting parts , associate directly get parts on partsbox  
at assembly process due to encountered missing stu during shiage process

## WRITTEN EXPLANATION

Kumaka po ako ng parts sa component box nung naka-  
encounter po ako ng missing stu. ako ko naman pong kausap  
yun kayo lang di nako nagdabawang trip na magtiti sa  
jr. staff ko dahil po di natin nila kung kung sino ang  
is support.

## 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).

Employee

Date: 2-15-21

Jr Staff

Date: 2-15-21

Staff

Date: 2-15-21

Supervisor

Date: 2-15-21

Manager

Date: 2-16-21