



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 : 19\_PK33993

NAME : Balicasmaya, Shiela Mae Bergonio

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st Offense

DATE : October 29, 2020

|  |                      |
|--|----------------------|
| PKIMT                                    | ACKNOWLEDGEMENT FORM |
| COMMENTS/ ASSESSMENT                     |                      |
| No. Offense:<br>1st - WRITTEN<br>WARNING |                      |
| Line/Shift #HND9 9128                    |                      |
| ACKNOWLEDGE BY:<br>MANAGER               |                      |
| Signature/Printed name/ Date             |                      |

This refers to the alleged offense(s) you have committed at STP. 3, 2020 to name: Balicasmaya, Shiela Mae Bergonio

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 updating daily inspection record**

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]*  
19\_PK33993

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A-2009-3300

|                               |                                   |                             |
|-------------------------------|-----------------------------------|-----------------------------|
| <u>R. Alegre</u><br>R. ALEGRE | <u>Echoanandz</u><br>K. Hernandez | <u>J. Reyes</u><br>J. Reyes |
| Audited By:                   | Checked by:                       | Noted By:                   |

Name: Balicasmaya  
 Position: Shiela Mae  
 ID Number: 19PK33993  
 Batch No.: 268  
 Car Model/Line: Honda TKRA 3/28

Process: Appearance  
 Group/Shift: NS/A  
 Date/ Time: SEP 9 2020/ 11:50  
 No. of Offense: 1ST OFFENSE  
 Superior Name: R. Relato

Non-compliance Reference/Document  
 Control Number:

FALP-WI-PRD-IP-667

Details of Audit Findings: Not Following SOP

Not updating master sample daily inspection record and daily inspection record of bend terminal inspection jig.

## WRITTEN EXPLANATION

Naga-update naman po ako ng check sheet pero nung araw na iyon po hindi ko na update kasi late po yung partner ko ako lang po magisa sa appearance noon hindi ko na po na fill up-an kasi inuna ko na po ang mag inspect dahil madami din po kasing buffer for appearance noon kaya nakalimutan ko na po. Ngayon naman po ay naga-update na ako start of the shift kahit na magisa pa lang ako sa appearance table at kahit madami pong buffer.

## 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>[Signature]</u><br>Employee | <u>R. Relato</u><br>Jr Staff | <u>[Signature]</u><br>Staff | <u>[Signature]</u><br>Supervisor | <u>[Signature]</u><br>Manager |
| Date: <u>9/7/20</u>            | Date: <u>9/7/20</u>          | Date: <u>10/9/2020</u>      | Date: <u>11/12</u>               | Date: _____                   |