



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_PK39129
NAME Andal, Ronel Dinglasan *R. Andal*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	n/ niffen
Line/Shift	5/25
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 3.4.2021
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/2/2021** to name: **Andal, Ronel Dinglasan**

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 fill up of daily checksheet in assembly process

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_PK39129

FURUKAWA - Production Operator

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

i-Alert Written Explanation

☐ FAS

Control No: FMP-1A-2020-431

☒ AGENCY

Please Specify: PRINT

For: <u>audit</u> J. Torres	<u>Schram</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Andal Ronel
Position: Associate
ID Number: 20PK39129
Batch No.: 301
Car Model/Line: Suzuki YDP 312S

Process: Layout
Group/Shift: DS-A
Date/ Time: Feb 02 2021 / 10:00
No. of Offense: First Offense
Superior Name: N. Reyes

Non-compliance Reference/Document Control Number:

FMP-101-PRD-MP-101

Details of Audit Findings:

No good Filling up of daily Checklist
Worn out assy board drawing but ok on checklist on item no.1 > Assembly Board daily inspection

WRITTEN EXPLANATION

Pagtanchek ko pa ng umaga ay diko napanisin na may kumit sirang
ang drawing sa board ngunit kita pa naman ang insertion ko. Maaring
kind ko nakita kasi tapat sya ng lagayan ng beam kaya posibilidad na
di nakita

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>Patricia</u> Employee Date: <u>02/09/21</u>	<u>J. Martinez</u> Jr Staff Date: <u>02/09/21</u>	<u>P. Garcia</u> Staff Date: <u>2/9/21</u>	<u>M. Torres</u> Supervisor Date: <u>2/9/2021</u>	<u>O. Vergara</u> Manager Date: <u>2.18.2021</u>
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