



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_PK39254
NAME : Rodil, Melchor Aldave *RM*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : February 23, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
<i>Written</i>	
Line/Shift	RS102
ACKNOWLEDGE BY:	
MANAGER	<i>Junar</i> 3.1.2021
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/5/2021** to name: **Rodil, Melchor Aldave**

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 Stop-Call-Wait

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:

gm
PKIMT Management

Conforme: *Rodil Melchor*

20_PK39254

FURUKAWA - Production Operator

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

i-ALERT WRITTEN EXPLANATION

<input type="checkbox"/>	FAS		Control No: <u>FAP-1A-2102-745</u>
<input checked="" type="checkbox"/>	AGENCY	<div style="display: flex; justify-content: space-between;"> <div> <i>for</i> <u>M. SANGIL</u> Audited By: </div> <div> <u>K. Hernandez</u> Checked by: </div> <div> <u>J. Reyes</u> Noted By: </div> </div>	
Please Specify: <u>PRIMI</u>			

Name: <u>Rodil, Melchor</u>	Process: <u>Sub - Assy</u>	
Position: <u>Associate</u>	Group/Shift: <u>DS 1A</u>	
ID Number: <u>20 PK39254</u>	Date/ Time: <u>Feb. 05. 2021 / 11:40</u>	Non-compliance Reference/Document Control Number:
Batch No.: _____	No. of Offense: <u>FIRST OFFENSE</u>	
Car Model/Line: <u>CHRYSLER VANDERBILT / 5702</u>	Superior Name: <u>A. Coloma</u>	<u>FAP-WI-PRD - SA-043</u>

Details of Audit Findings: NOT EE. STOP CALL AND WAIT - sub-assy associate act directly the lacking wire on other line without informing Jr. staff (wire color: Y / 573 / 574)

WRITTEN EXPLANATION

Ako po si Rodil melchor ako ay na Alidit sa kadahilanan ng lapan ko sa kagilang line ng wire & kadahilanan pong wala po ang Jr. staff ko busy po kase.

hirid ko na lang po untip ang akong nagmamang kase/ahon pareng na po kayo....

REMARKS/ EVALUATION

<input type="checkbox"/> i-Alert written only <input checked="" type="checkbox"/> Agency/FALP Written Only(based on handbook)				
<input type="checkbox"/> Need day/s suspension(based from handbook & Memo for Major Non-compliance).				
	 <u>Jr Staff</u>	 <u>Staff</u>	 <u>Supervisor</u>	 <u>Manager</u>
Employee Date: <u>REN</u>	Jr Staff Date: <u>02-17-21</u>	Staff Date: <u>2-17-21</u>	Supervisor Date: <u>2-17-2021</u>	Manager Date: <u>2-18-21</u>