



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_PK32355
NAME : Hermosa, Eldie Silang
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : February 20, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
WRITTEN WARNING	
Line/Shift	Subarn Initial - a
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 11/15/2019 to name: Hermosa, Eldie Silang

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 followin SOP in Cutting & Crimping

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: _____

19_PK32355

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK32355

NAME : Hermosa, Eldie Silang

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 21-Jan-20

This refers to the alleged offense(s) you have committed at 15-Nov-19 to name: Hermosa, Eldie Silang

Violation Offense | 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

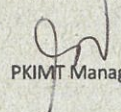
Description :

Not followin SOP in Cutting & Crimping


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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme:


19_PK32355

FURUKAWA - Production Operator

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


I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1911-3135

☒ AGENCY

Please Specify: PKIMT

Signature: J. Abanador	 G. Magadia
Audited By:	Noted By:

Name: Eldie Hermosa

Process: Cutting & crimping

Position: associate

Group/Shift: 08/1A

ID Number: 19PK32330

Date/ Time: Nov. 15, 2016 /

Batch No.: 262

No. of Offense: 1st

Car Model/Line: Gubaru / initial process

Superior Name: J. ancalan

Audit Findings: Not following SOP on cutting wire seal

Details: use terminal cutter when removing wire seal

WRITTEN EXPLANATION

HINDI PO AGO GINAMIT NG WIRE CUTTER SA KADAHILANANG WALA DONG AVAILABLE NA WIRE CUTTER SA AREA NAMIN, KAYA PO TERMINAL CUTTER ANG GINAMIT KO SA PAGPUTOL NG WIRE SEAL, SAKSI NAMAN PO ANG AMING STAFF NA GINAWA KO MUN AT KITA DIN PO MUN NA WALA DONG AVAILABLE NA WIRE CUTTER SA AREA. SANA PO SA GANITONG PAKKATAON, NAKIPAG COORDINATE MUNA ANG I-ALERT SA LEADER NAMIN O STAFF KUNG BAKIT WALA KAMING WIRE CUTTER KASI HANGS LAHAT NAMAN PO KAMI AN TERMINAL CUTTER ANG GINAGAMIT, WALA PO KAMING GAGAMIN NA PAMPUTOL NG WIRE SEAL KUNG HINDI KAMI GAGAMIT NG TERMINAL CUTTER.

Remarks/ Evaluation:


Pls confirm if there is wire cutter available as of today.


Written


This can cause cut wire.


Already a past trouble.


Issue penalty based from Handbook.


Signature of Employee
Date: 11-19-19


Jr Staff
Date: 11/19/19


Staff
Date: 11-19/19


Supervisor
Date: 11/19/19


Manager
Date: 11/19/19

CUTTING AND CRIMPING

DOCUMENT TYPE:	WORK INSTRUCTION	PAGE NO.: 3 OF 6
DOCUMENT NO.: FAP-WI-ENG-CC-008	REVISION NO.: 12	EFFECTIVE DATE: AUG-06-2019

FIGURE 2: PROPER SETTING OF WIRE USING WIRE GUIDE ON ELECTRIC WIRE FEEDER

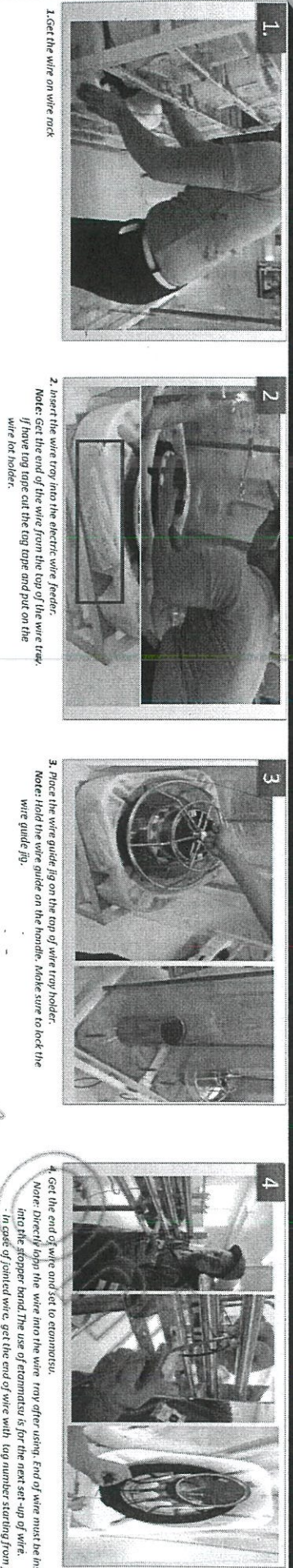


FIGURE 2.1: SETTING AND REMOVING OF WIRES ON FEEDER

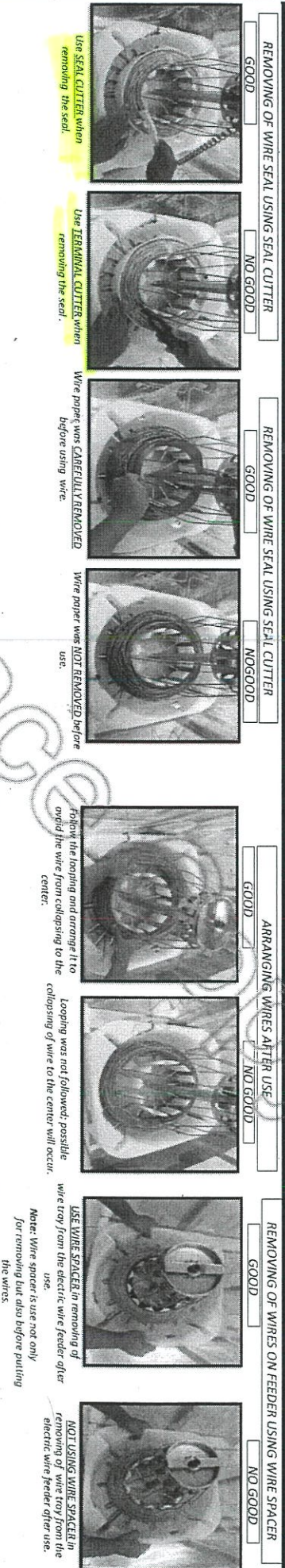
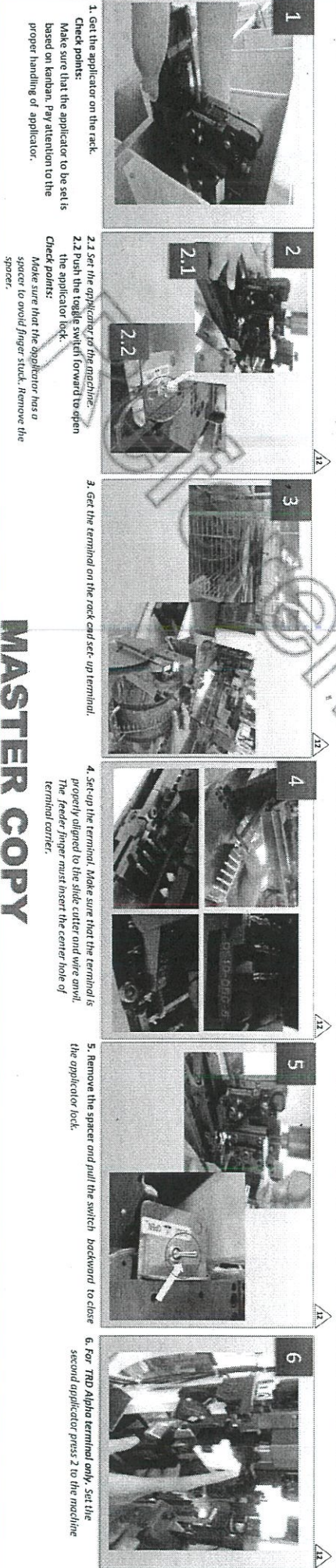


FIGURE 3: PROPER SETTING OF APPLICATOR AND TERMINAL ON TTD MACHINE



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