



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_PK33500

NAME : Rayos, Joyce

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st offense

DATE : March 21, 2021

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESSMENT	
No. Offense: 1st WRITTEN WARNING	
PURUKAWA YOI 5717	
MANAGER	

This refers to the alleged offense(s) you have committed at **1/29/2021** to name: **Rayos, Joyce**

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:

Non- compliance during Layout

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

Conformer: Joyce Rayos
19_PK33500

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-2101-545

☒ AGENCY

Please Specify: PRINT

<u>G. Hernandez</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Ramos, Joyce
 Position: Associate
 ID Number: 19PK33500
 Batch No.: 267
 Car Model/Line: Suzuki 401 51/7

Process: Layout
 Group/Shift: DSB
 Date/ Time: Ton 29.2021/06:15
 No. of Offense: FIRST OFFENSE
 Superior Name: R. Dueñas

Non-compliance Reference/Document
 Control Number:

FMP-NI-PRD-AP-101

Details of Audit Findings: Non-compliance during layout

Associate did not set drop wires in terminal jig during layout process

WRITTEN EXPLANATION

Ako po si JOYCE RAMOS na maudit sa kadahilanan nang wala sa jig ang shield wire o drop wire na aking nilalayout. Dahil po napa delay na po ako nang aral na gun. Dalawang board po ang wala sa jig. Sa susunod po ay aking magiging ang paglalayout. Salamat po.

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>Ramos, Joyce</u> (Employee)	<u>R. Dueñas</u> Jr Staff	<u>R. Dueñas</u> Staff	<u>R. Dueñas</u> Supervisor	<u>R. Dueñas</u> Manager
Date: <u>2-22-21</u>	Date: <u>2-22-21</u>	Date: <u>2-22-21</u>	Date: <u>2/22/21</u>	Date: <u>2/24/21</u>