



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_PK40924
NAME : Llagas, Marydeth Gonzales *fgn*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - WRITTEN WARNING
Letter/Date:	MARCH 21 2021
MANAGER	<i>fgn</i>

This refers to the alleged offense(s) you have committed at **2/22/2021** to name: **Llagas, Marydeth Gonzales**

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 filing of checksheet

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:

fgn
PKIMT Management

Conforme: *fgn*
20_PK40924

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FALP-1A-2102-1026

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

Name: Llagas Marydeth

Position: associate

ID Number: 20PK40244

Batch No.: 316

Car Model/Line: Suzuki 12R 5125

Process: Sub. assy

Group/Shift: D-B

Date/ Time: Feb 22 2021 10:05

No. of Offense: 1st

Superior Name: N. Reyes / G. Deburman (E.A)

Non-compliance Reference/Document Control Number:

Details of Audit Findings:

No good filling up of Daily checksheet, Broken Probepin on conn.
CSB (TP-23) - for but still good on checksheet.

WRITTEN EXPLANATION

Ok po si Llagas-marydeth G. Na audit po dahil na iagood ko po sa
daily check sheet ang broken Probepin na hindi naron po applicable sa conn- egel
nman po namang pinaayus, dahil nadin po sa bago palang ako kaya hindi
po ako familiar sa ganun.

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> Employee Date: <u>7-01-21</u>	<u>[Signature]</u> Jr Staff Date: <u>8-1-21</u>	<u>[Signature]</u> Staff Date: <u>3/1/21</u>	<u>[Signature]</u> Supervisor Date: <u>3/1/2021</u>	<u>[Signature]</u> Manager Date: <u>3-1-2021</u>
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