

PKIMT

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_PK35899
NAME : Llasos, Clarence Joy Ayleon
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : December 20, 2019

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
WRITTEN WARNING	
Line/Shift	FM16 - A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at

12/17/2019

to name: Llasos, Clarence Joy Ayleon

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:

PKIMT Management

Conforme: *[Signature]*

19_PK35899

FURUKAWA - Production Operator

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



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_PK35899
NAME : Llasos, Clarence Joy Ayleon / *gfr*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 19-Dec-19

This refers to the alleged offense(s) you have committed at 17-Dec-19 to name: Llasos, Clarence Joy Ayleon

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

gfr
PKIMT Management

Conforme: *gfr*

19_PK35899

FURUKAWA - Production Operator

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







FURUKAWA AUTOMOTIVE SYSTEM
LIMA PHILIPPINES

D. Cuartero	J. Arriola	G. Magadia
Prepared by:	Checked by:	Approved by:

I-Alert Daily Line Audit Report

CUSTOMER: Honda

Date & Time	December 17, 2019/11:00pm	Illustration	Action Taken
Shift & Group	NS/A		
Car Maker/ Model	Honda		
Line No.	3116		
Name	Llasos, Clarence Joy Fortunato, Paua Precilla, May		
ID No.	19-PK35899 19-04525 19-PK34302		
Batch No.	277 / 159 / 270		
Process	Parts		
FAS or Agency: specify	PKIMT / Fas Associate / PKIMT		
Person Informed	B. Lasala		
Audited by	R. Alegro		
Reason/Risk: May result to wrong use of parts/ excess parts			
Audit Details			
<p><u>Not Following SOP/ STOP CALL and WAIT</u></p> <p>Assy Associate: Did not call the attention of Jr Staff when encounter lacking parts in Assembly Process.</p> <p>Parts Associate: Throw the parts on assy associate due to lacking Parts</p>			<p>advised associate to follow SOP/STOP CALL and WAIT when encountered lacking parts</p>

QCA-097-00

EFF:10/17/19

PKIMT

OFFENSE: not following SOP

DATE: 12/19/2019

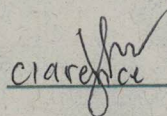
WRITTEN EXPLANATION:

Nagawa ko po yun na maghagis ng parts sa kabilang conveyor dahil po nung time na yun ay delay nadelay na po ako mag parts. Yung dalawang expert naman po ay naka portion nuan. Paumanhin po kung nagawa ko yun. Tinawagar ko po sila ngunit hindi po nila ako pinuntahan dahil sila po ay naka portion.

At ito po ay di ko naman sinasadya at hindi na po mauulit.

Countermeasure:

Sa susunod po ay tatawag na po ako ng Jr. Staff/Expert para magbigay ng parts. Hindi na din po ako magtatapon ng parts. Paumanhin po.

 Clarece Joy Uares / 3116-A

Signature over Printed Name / Line