



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 : 18_PK28261
NAME : Merculesio, Bea Toledo *— D. Merculesio*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 23, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	157
Written	
✓ 15703	
ACKNOWLEDGE BY:	
MANAGER	<i>June</i> 3.1.2021

This refers to the alleged offense(s) you have committed at **2/15/2021** to name: **Merculesio, Bea Toledo**

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:

Multiple picking of wires during sub assy

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:

Ch
PKIMT Management

Conforme: *D. Merculesio*
18_PK28261

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2102-905

☒ AGENCY

Please Specify: PKINT

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

Name: Merculesio Bea
 Position: Associate
 ID Number: 18PK28261
 Batch No.: 239
 Car Model/Line: Suzuki Y31 3703

Process: Sub Assy
 Group/Shift: NS-A
 Date/ Time: Feb 15, 2021/11:30
 No. of Offense: First Offense
 Superior Name: R. Rasoy

Non-compliance Reference/Document
 Control Number:

FAIP VII-PRD-SA-043

Details of Audit Findings: Multiple picking of wire in sub assy
wire color > PI, Brl, w/

WRITTEN EXPLANATION

NAG MULTIPLE PICKING AKO PAHIL BIG PRODUCT ANG
36902-74P20 SA SUB 09 AT AKO'Y DELAY NA DALAWA
PA ANG NAKA PORTION SA AKIN NA PC KAYA AKO
NA GMA MADALI

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>merculesio</u>	<u>R. Rasoy</u>	<u>N. De Castro</u>	<u>M. Ramos</u>	<u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>02/15/21</u>	Date: <u>2/17/21</u>	Date: <u>2/17/21</u>	Date: <u>2-17-2021</u>	Date: <u>2-18-21</u>