



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\_PK26917  
NAME : Espina, Danielle Ann Rose Fortu  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 1st Offense  
DATE : September 29, 2020

This refers to the alleged offense(s) you have committed at 7/22/2020 to name: Espina, Danielle Ann Rose Fortu

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:   
18\_PK26917

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st WRITTEN WARNING
Line/Shift	MURUKU 401 1723
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	





Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Stb. Tomas, Batangas, Philippines

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

**MEMORANDUM NO. HRADM**

TO : 18\_PK26917  
NAME : Espina, Danielle Ann Rose Fortu  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st Offense  
DATE : 28-Sep-20

This refers to the alleged offense(s) you have committed at 22-Jul-20 to name: Espina, Danielle Ann Rose Fortu

**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 :


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NOTED BY:

  
PKIMT Management

Conforme: 

18\_PK26917

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PKMT

Control No: FALP -W- 2007 -1513

For <u>R. Duray</u>	<u>Schawanda</u> R. Hernandez	<u>Calmp</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Espina, Daniels Ann Rose  
Position: Associate  
ID Number: 16PK 20917  
Batch No.: 231  
Car Model/Line: Suzuki YDL / 5123

Process: Dimension  
Group/Shift: NS -R  
Date/ Time: July 22, 2020 / 1:30  
No. of Offense: 1st  
Superior Name: A. Perez / M. Castillo

Non-compliance Reference/Document  
Control Number:

FALP -W- PRD-IP-044  
Dimension Inspection Process

## Details of Audit Findings:

Not Following STOP CALL and WAIT  
Associate encountered short dimension on seq. 67 on carn. J.M.S-20FA-L. She call co-associate for confirmation.

## WRITTEN EXPLANATION

Habang ini-inspect ko ang harness, napansin ko sa seq. 71 simula center ng junction hanggang dulo ng conn. J.M.S-20FA-L  
ay maykang short ito. Kung kapaigpapalitan ko ang kaniyang kapaigpapalitan sa dimension, kailangan ko ng signatura sa sikat nito.  
Nang biglang dumating ang i-alert at sinabi ang karama ko kung akala nyo maghihiya ito. Pinagtalunan namin ito ng matagal at sa  
huli ang inawit ng karama nyo. Ang hindi ko pagmamano sa stop-call-wait dahil ang pagkakasabi ko ay pinag-confirm ko sa  
aking kapaigpapalitan na ang dapat sabihin ko ay pinag-check ko lamang.

Intermeasure: Kapaigpapalitan ako ng abnormality sa ating process ang sumagot ko na ang stop-call-wait at sa  
junior staff magpap-confirm.

## 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>[Signature]</u> Jr Staff Date: _____	<u>[Signature]</u> Staff Date: _____	<u>[Signature]</u> Supervisor Date: _____	<u>[Signature]</u> Manager Date: _____
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# I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2007-1513

☐ FAS

☒ AGENCY

Please Specify: PRM

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

Name: Esperanza Daniela Ann Rose  
 Position: Associate  
 ID Number: BAK 2091A  
 Batch No.: 131  
 Car Model/Line: Suzuki 401/5123

Process: Dimension  
 Group/Shift: NS-13  
 Date/ Time: July 22, 2020 9:30  
 No. of Offense: 1st  
 Superior Name: A. Perez / M. Castillo

Non-compliance Reference/Document  
 Control Number:

FALP-WI-PRP-IP-011  
Dimension Inspection Process

## Details of Audit Findings:

Not following STOP-CALL-WAIT  
associate encountered short dimension on seq. 123 on conn. JMS-20FA-1 the call is associate for confirmation  
instead of calling her Jr Staff

## WRITTEN EXPLANATION

As I was inspecting the harness I noticed that a seq. 71 from center of junction to end of conn-  
JMS-20FA-1 (26) it was a little bit short (close to minimum measurement as far as I remember). Then I asked my partner  
in dimension if he could re-check the measurement because I wasn't sure of it, then the i-alert came thinking he was pulling the harness  
(which he wasn't) and so we argued about it for about 5 mins or so and the conclusion to that nonsense talk is that I was not following  
stop-call-wait procedure. While I was about to do while he was re-checking the harness but then the i-alert came right at that moment  
saying nonsense things w/c led me to doing this written explanation just because of her advanced thinking.  
Countermeasure: If I noticed some abnormality or if I'm not sure about the measurement I will stop-call-wait for my junior staff  
to handle it.

## 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>7/30/2020</u>	<u>[Signature]</u> Jr Staff Date: <u>8/2/20</u>	<u>[Signature]</u> Staff Date: <u>7-30-20</u>	<u>[Signature]</u> Supervisor Date: <u>8/4</u>	<u>[Signature]</u> Manager Date: <u>8/11/20</u>
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