
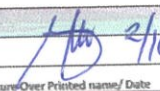




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK33063
NAME : Magadia, Jonalyn Comia 
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 3rd Offense
DATE : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
Written	
Line/Shift	SS724 - B
ACKNOWLEDGE BY:	
MANAGER	 2/16
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/28/2020 to name: Magadia, Jonalyn Comia

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:

Using other name on sub PC

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: 
19_PK33063

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-1A-2011-5279

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

Name: Jonelyn Magadia
 Position: Associate
 ID Number: 19PK88063
 Batch No.: 205
 Car Model/Line: Suzuki 401 / 624

Process: Sub assy
 Group/Shift: DS - B
 Date/ Time: Nov. 28, 2020 / 6:40
 No. of Offense: 1st
 Superior Name: L. Cadiz / M. De Chavez

Non-compliance Reference/Document Control Number:

Details of Audit Findings:

Using iAlert member's name during sub assy process
using other name on sub PC

WRITTEN EXPLANATION

Sa sobra ko pang kaantukan hindi ko pa namagayon na ibang pangalan na po ang nakalagay sa sub PC kasi po kaparinas pang pangalan ko at hindi ko napansin na iba po ang apelyido

unintentional!

icherubalik ko na po ng mayal ang pangalan na nakalagay sa sub PC bago po ako mag-proccs.

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>J. Magadia</u> Employee Date: <u>01-06-21</u>	<u>M. De Chavez</u> Jr Staff Date: <u>01-01-2021</u>	<u>M. Viram</u> Staff Date: <u>11-12-21</u>	<u>B. De Chavez</u> Supervisor Date: <u>01-14-21</u>	<u>V. Roxas</u> Manager Date: <u>01/14/21</u>
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