



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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd - WRITTEN WARNING
Line/Shift	N716
ACKNOWLEDGE BY	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

MEMORANDUM NO. HRADM

TO : 20_PK39032

NAME : Salvacion, Randy De Silva

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : ~~1st~~ offense

DATE : 7/30/2020

This refers to the alleged offense(s) you have committed at 07/03/2020 to name: Salvacion, Randy De Silva

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 fill up checksheet for terminal Guide System and PC Control

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: 20_PK39032

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2007-1315

☒ AGENCY
Please Specify: PKIMT

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

Name: Solvacon Randy Process: Sub assy
Position: Associate Group/Shift: DS-A
ID Number: 20PK39032 Date/ Time: July 1, 2020 / 9:00
Batch No.: 301 No. of Offense: 1st
Car Model/Line: Suzuki 401 / 5116 Superior Name: J. CONSULTA

Non-compliance Reference/Document
Control Number:
FALP-1A-2007-1315

Details of Audit Findings:

No fill up checksheet for terminal Guide System Types of condition and PC control type PCP-01, 03 (for curb) daily inspection record dated July 2-3 2020

WRITTEN EXPLANATION

KABIBIGAN LANG PO NG CHECKSHEET PO KAYA DIKO PO NA PINUPUNAN KAGAGAD KAYA DIN PO DIKO NAKAWAN NG CHECK SHEET ANG JULY 1, JULY 2 AT JULY 3 KASI CUNAWA NG WATUNG AVAILABLE NA CHECK SHEET PO...

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>02-04-20</u>	<u>[Signature]</u> Jr Staff Date: <u>7-4-2020</u>	<u>[Signature]</u> Staff Date: <u>7-4-20</u>	<u>[Signature]</u> Supervisor Date: <u>7-6-2020</u>	<u>[Signature]</u> Manager Date: <u>7-23-20</u>
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NOTED BY:

[Signature]
PKIMT Management

Conforme: [Signature]
20_PK39032

FURUKAWA - Production Operator

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