



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

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense:	1st - WRITTEN WARNING
Line	MURUKI Y2R (727)
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	V. M. S. 4/23/21
Signature Over Printed name/ Date	

MEMORANDUM NO. HRADM

TO : 19_PK34948

NAME : Casanova, Ronalyn Ramirez *[Signature]*

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st offense

DATE : April 22, 2021

This refers to the alleged offense(s) you have committed at 3/4/2021 to name: Casanova, Ronalyn Ramirez

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 Andon Rule at sub assy process

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:

[Signature]
for *[Signature]*
PKIMT Management

Conforme: *[Signature]*
19_PK34948

FURUKAWA - Production Operator

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

J-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMII

Control No: FALP-18-202-1230

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

Name: Rendyn Casanova

Position: Associate

ID Number: 19PK349118

Batch No.: 272

Car Model/Line: Suzuki 12K 1127

Process: Sub assy

Group/Shift: NS-B

Date/ Time: March 4, 2021 10:55

No. of Offense: 61

Superior Name: K. Archa

Non-compliance Reference/Document Control Number:

FALP-WL-PK2-CA-043

Details of Audit Findings:

Not following Andon Rule, associate conduct turning off Andon on her encountered Pull NG on sub pr at sub assy process

WRITTEN EXPLANATION

matagal pong naka andon ang pc ko, kaya po napilitan akong paltayin, dahil po delay na po ako ubos ko po ang buffer ko. Pusa pa po ang JK staff at expert mamin dahil po halos po sila ay naka porton tapos po pagmam.

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>Jalyn K.</u>	<u>A. Gutierrez</u>	<u>M. Archa</u>	<u>F. C. Cardenas</u>	<u>Juma</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>03-06-21</u>	Date: <u>03-06-21</u>	Date: <u>03-06-21</u>	Date: <u>03-22-21</u>	Date: <u>03/24/2021</u>