



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_PK28956
NAME : Mallari, Joan Boral *Joan Boral*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 2nd offense
DATE : March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	WRITTEN WARNING
LETTER OFFICE	182211 1721
MANAGER	<i>[Signature]</i>

This refers to the alleged offense(s) you have committed at **12/22/2021** to name: **Mallari, Joan Boral**

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 good filing of checksheet

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]
PKIMT Management

Conforme: *[Signature]*
18_PK28956

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A - 2012-5752

☒ AGENCY

Please Specify: PKINT

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

Name: Joan Mallari
 Position: Associate
 ID Number: 18PR 26956
 Batch No.: 246
 Car Model/Line: Suzuki YLP / 5121

Process: Assembly
 Group/Shift: D-A
 Date/ Time: December 22, 2020 / 9:30
 No. of Offense: 1st
 Superior Name: a. cordova

Non-compliance Reference/Document
 Control Number:

FAIR - WL - MD - AP - 101

Details of Audit Findings:

No good filling up of daily checksheet
warn out rig on asy board found on wire catches but mark as good on asy board daily checksheet

WRITTEN EXPLANATION

Ako po si Joan Mallari na audit dahil po diko po alam na
magina na echeck check ko mallang po sa runed.

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>Joan Mallari</u> Employee Date: <u>02-24-21</u>	<u>Gerardo</u> Jr Staff Date: <u>02-24-2021</u>	<u>S. Hernandez</u> Staff Date: <u>2/24/21</u>	<u>S. Hernandez</u> Supervisor Date: <u>2/24/2021</u>	<u>V. Reyes</u> Manager Date: <u>02/24/21</u>
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