
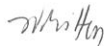





Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 20_PK38926
NAME : Bacong, Eugene 
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	
Line/Shift	SS720 - B
ACKNOWLEDGE BY:	
MANAGER	 2/16
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **12/11/2020** to name: **Bacong, Eugene**

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:

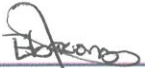
Not Following SOP in Appearance Process

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:


PKIMT Management

Conforme: 
20_PK38926

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: M. Romas PLMT

Control No: #AIR-1A-2011-5518

<u>J. Reyes</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Bacang Eugene
Position: Associate
ID Number: 30 PM 3826
Batch No.: 300
Car Model/Line: Suzuki 401 SWO

Process: appearance
Group/Shift: NS-B
Date/ Time: December 11, 2010 6:30
No. of Offense: 1st
Superior Name: M. Romas

Non-compliance Reference/Document Control Number:

Details of Audit Findings:

Advance putting of markings, associate conduct advance markings on coin-ssg TSNY-20F / SSG-TIP -1410 / SSG -1510 -1KF & ASAP2CH-20F-0 at for appearance hanger

WRITTEN EXPLANATION

Ako si Eugene Bacang ng ST20 ay nag-audit sa kakahilangan na mamant ako ng connector bakang for ay nasa hanger for appearance. Kailan lang po nag-awit iyon sa kakahilangan na tambakan lang po dahil wala pang-opp doo ng umagci. pasensya na po hindi na po mawala.

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. Reyes</u> Employee Date: <u>01-12-21</u>	<u>M. Romas</u> Jr Staff Date: <u>01-12-21</u>	<u>M. Romas</u> Staff Date: <u>01-12-21</u>	<u>J. Reyes</u> Supervisor Date: <u>01-14-21</u>	<u>J. Reyes</u> Manager Date: <u>1/18/21</u>
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