



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\_PK24456  
NAME : Peñaflor, Laberlyn Sotero *JS*  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 1st offense  
DATE : March 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st WRITTEN WARNING
Line	FURUKAWA 5720
ACKNOWLEDGE BY:	
MANAGER	<i>M. C. ALARIN</i> 3/16
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **2/19/2021** to name: **Peñaflor, Laberlyn Sotero**

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 Daily 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:

*JS*  
PKIMT Management

Conforme: *JS*  
18\_PK24456

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: JAP-19-2102-975

<u>[Signature]</u> Audited By:	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Name: Penaflor, Loberlyn  
Position: Associate  
ID Number: 18PK24456  
Batch No.: -  
Car Model/Line: Cuzuki YOI/5120

Process: Lay out  
Group/Shift: NK-A  
Date/ Time: Feb. 19, 2021 / 11:45  
No. of Offense: first offense  
Superior Name: C. Esquelera

Non-compliance Reference/Document Control Number:

FHP- NI- PRO- AP-01

## Details of Audit Findings:

No Good Fill up of daily checksheet missing YH but mark as OK on my board daily checksheet. I have knowledge on proper checking as I did not conduct proper checking

## WRITTEN EXPLANATION

Ako po si Loberlyn Penaflor ay na audit dahil po nang hindi daw po tama ang ang pag fill up nang checksheet eh nag check naman po ako eh kela po po kasi okay lang kasi good naman po ung jig nagganit naman nang ayas hio: eli nilinis ko pa nga po eh di hula labat naman po nang board naman ay may miss ng may kungag ar na request naman daw po yata an-

## 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	<u>[Signature]</u> Jr Staff	<u>[Signature]</u> Staff	<u>[Signature]</u> Supervisor	<u>[Signature]</u> Manager
Date: <u>2-24-21</u>	Date: <u>2-24-21</u>	Date: <u>2-24-21</u>	Date: <u>2/24/2021</u>	Date: <u>2/24/21</u>