



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 : 19\_PK34272

NAME : Managad, Mary Rose Rosela *for manager*

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st offense

DATE : October 18, 2019

This refers to the alleged offense(s) you have committed at 8/19/2019 to name: Managad, Mary Rose Rosela

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 - Inspector did not comparing to Master Sample**

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]*  
19\_PK34272

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st written
Line	7110-A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	LEA P. ESCALONA
Signature Over Printed name/ Date	





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 : 19\_PK34272  
NAME : Managad, Mary Rose Rosela / *Managad*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 16-Oct-19

This refers to the alleged offense(s) you have committed at 19-Aug-19 to name: Managad, Mary Rose Rosela

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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Description :

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This is for your guidance and strict compliance.

NOTED BY:

*PKIMT Management*  
PKIMT Management

Conforme: *Managad*  
19\_PK34272

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)

# I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FALP-1A-1908-869

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AGENCY

Please Specify: PKIMT

<u>M. Dacuran</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: MANACAO, MARY ROSE  
 Position: ASSOCIATE  
 ID Number: 19PK37272  
 Batch No.: 270  
 Car Model/Line: SUBARU 1710

Process: APPEARANCE  
 Group/Shift: DS/A  
 Date/ Time: AUGUST 19, 2019/02:40  
 No. of Offense: 1ST OFFENSE  
 Superior Name: L. CORPUZ

Audit Findings: NOT FOLLOWING SOP

Details: INSPECTOR DID NOT CONDUCT COMPARING TO MASTER SAMPLE

## WRITTEN EXPLANATION

Ako naman po ay nagpa-point to find madalac ko lang po nakabala ang master sample dahil po sa ibat ibang dahilan Hindi lang po sigur ako mayadong aware na kailangan po pala ay parehas kong bulatin ng alay ang product at ng sample. Naka-apekto rin po ang kulang-kulang na parte at putal putal na connector ng master sample. Susunod nalang po ako sa mga procedures para di na po maulit nang angako din po akong nar magiging aware sa lahat.

## Remarks/ Evaluation:

→ Damaged sample must be repaired and must not be used during inspection.

→ We have rule for this. Please follow

Issue penalty

Manacao  
 Signature of Employee  
 Date: 08-29-19

M. LIPA  
 Jr Staff  
 Date: 08-27-19

J. B. Lopera  
 Staff  
 Date: 9-27-2019

A. S. S. S. S.  
 Supervisor  
 Date: 8/28

[Signature]  
 Manager  
 Date: 8/27