



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_PK36998
NAME : Dela Cruz, Zareen Barcelonio
FROM : PKIMT Management
SUBJECT : ~~Notice for Suspension~~ *written warning*
No. of Offense : 2nd offense
DATE : March 12, 2020

This refers to the alleged offense(s) you have committed at 1/27/2020 to name: Dela Cruz, Zareen Barcelonio

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:

Using white slit tape on clamp jig at ECT 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: *Zareen Barcelonio*
19_PK36998

FURUKAWA - Production Operator

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

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	<i>written</i>
Line	8/10/ 5720-15
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
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_PK36998 *[Signature]*
NAME : Dela Cruz, Zareen Barcelonio
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 2nd offense
DATE : 20-Feb-20

This refers to the alleged offense(s) you have committed at 27-Jan-20 to name: Dela Cruz, Zareen Barcelonio

Violation Offense] 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 :

Using white slit tape on clamp jig at ECT 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]
PKIMT Management

Conforme:

[Signature]
19_PK36998

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FAIP-1A-2001-D250

Name: Delia Cruz, Zorzen
 Position: Associate
 ID Number: 19 PR 34908
 Batch No.: 289
 Car Model/Line: Suzuki G120

Process: ECI
 Group/Shift: D.C.B
 Date/ Time: January 27, 2020
 No. of Offense: 1st
 Superior Name: M. Ramos

<u>J. Reyes/K. Hernandez</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
---	---	--------------------------------

Non-compliance Reference/Document
 Control Number:

FAIP-W1-PRD-CI-058
Continuity Inspection Process

Details of Audit Findings: Using white slit tape to fix wiring on clamp jig at ECI process

WRITTEN EXPLANATION

Hindi po ako ang naglagay noon. dahil support lang naman po ako sa si hindi ko po napansin na may tape ang jig.

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>Delia Cruz</u> Employee Date: <u>01-29-2020</u>	<u>M. Ramos</u> Jr Staff Date: <u>01-29-2020</u>	<u>C. Ramos</u> Staff Date: <u>01-29-2020</u>	<u>fr. Blasco</u> Supervisor Date: <u>01-29-2020</u>	<u>G. Magadia</u> Manager Date: <u>02-02-2020</u>
--	--	---	--	---