



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_PK27205
NAME : Paas, Josephine Belena
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 2nd offense
DATE : February 19, 2020

This refers to the alleged offense(s) you have committed at 2/4/2020 to name: Paas, Josephine Belena

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 using wire catcher during Lay-out

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:
18_PK27205

FURUKAWA - Production Operator

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



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_PK27205

NAME : Paas, Josephine Belena — *JPaas*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 13-Feb-20

This refers to the alleged offense(s) you have committed at 4-Feb-20 to name: Paas, Josephine Belena

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

JPaas
PKIMT Management

Conforme: /

JPaas
18_PK27205

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKMJS

Control No: FALP-IA-2002-0417

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

Name: Paag, Josephine
 Position: Associate
 ID Number: 13 PK 27205
 Batch No.: 233
 Car Model/Line: Subaru / 7101

Process: Sub ass-
 Group/Shift: NS-A
 Date/ Time: Feb. 4 2020 / 10:45
 No. of Offense: 1st
 Superior Name: J. De Leon

Non-compliance Reference/Document
 Control Number:

FALP-CP-2CA-17090
Proper Treatment of Shikaku at
Final Assembly Process

Details of Audit Findings:

Not following SOP
Not using wire catcher during lay out process. Associate step on wire

WRITTEN EXPLANATION

Alto si Josephine para na audit ng i-Alert dahil na apalan ko po yang
wire na 5/154 na insert na po kasi gun ng ka partner ko. galing po ako sa likod ng
dahil inayos ko yang mga wires at may tangles po. pag balik ko sa pu ay nag insert na
po ako hindi ko ansanin na na apalan ko m pagk yang wire at hindi naka lagay
sa catcher po.

I check ko na kung pa sa sumat yang wire at i-cure ko na poloring
naka pack sa catcher.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Hean</u>	<u>L. P. P. P.</u>	<u>M. P. P. P.</u>	<u>R. P. P. P.</u>	<u>H. P. P. P.</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>2-5-2020</u>	Date: <u>02-05-20</u>	Date: <u>2-5-20</u>	Date: <u>2/6</u>	Date: <u>2/7</u>