



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_PK39994

NAME : Rodriguez, Ian Cris Caballero

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st offense

DATE : March 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	WRITTEN WARNING
	MURUKI 1723
MANAGER	<i>[Signature]</i>

This refers to the alleged offense(s) you have committed at **1/6/2021** to name: **Rodriguez, Ian Cris Caballero**

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 updating list of Recording Real value of pulling force of bando gun

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]*
20_PK39994

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FALP-1A-2101-050

<u>Fr. dujant</u> <u>V. Ponzolan</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Rodriguez, Ian Chris
Position: Associate
ID Number: 20PK39994
Batch No.: 306
Car Model/Line: Suzuki 151/5123

Process: chiage
Group/Shift: DC-A
Date/ Time: Jan-06, 2021/ 08:30
No. of Offense: First Offense
Superior Name: R. AG

Non-compliance Reference/Document
Control Number:

FALP - W1 - PRD - AP - 101

Details of Audit Findings: Not updating list of Recording Real Value of Pulling Force of Bando gun. Yesterday audit: 01-05-21

WRITTEN EXPLANATION

Ako po si ang nakasign sa pag update ng Real Value of Pulling Force ng Bando gun naman po isip ko na mag check ng bando gun bakyan pag kagaling ko mag break time dahil po kami ay tamang tutatara pinalit po namang mawala ang tamang check po ang ating partner ay mag act off

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