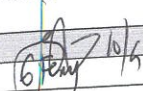




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK29084
NAME : Delaña, Nancy Rovera
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : October 7, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st written warning
Line/Shift	10/08/2020 DOLL initial / B
ACKNOWLEDGE BY:	
MANAGER	Signature/Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 8/29/2020 to name: Delaña, Nancy Rovera

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 in Weld taping (Hanging of wire on hanger during Taping)


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:


19_PK29084

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PLUMT

Control No: TAIP-1A-2008-2186

<u>J. Reyes</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Delina Nancy
Position: Associate
ID Number: 19PK-29084
Batch No.: 247
Car Model/Line: Daihatsu Dobl Initial

Process: weld Taping
Group/Shift: NS-B
Date/ Time: Aug 29, 2020 / 1:10
No. of Offense: 1ST OFFENSE
Superior Name: J. Velasquez

Non-compliance Reference/Document
Control Number:

TAIP-WI-EN6-JT-046

Details of Audit Findings: Not Following SOP
Hanging of wire on hanger during taping.

WRITTEN EXPLANATION

Uang time peng iyon wala po kasi ang latagan ng wire kay a doon ko po isinabit ang wire sa picking hanger. Kaylangan kailangan na po ang wire na tinatape ka kay a ako na po ang nag tape, kasi po bitigil ang sub assy. Hindi po ako makapag pa p'rio dahil po 7 po kami ang iba po ay 10 ang pasok.

REMARKS/ EVALUATION

☐ i-Alert written only
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

☒

Agency/FALP Written Only(based on handbook)

<u>[Signature]</u> Employee Date: <u>09/07/20</u>	<u>[Signature]</u> Jr Staff Date: <u>09-07-20</u>	<u>[Signature]</u> Staff Date: <u>9/11/20</u>	<u>[Signature]</u> Supervisor Date: <u>9/14/2020</u>	<u>[Signature]</u> Manager Date: <u>9/24/20</u>
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