



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_PK30341

NAME : Espina, Jayson Caringal - *Jayson*

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st offense

DATE : July 14, 2020

This refers to the alleged offense(s) you have committed at 06/08/2020 to name: Espina, Jayson Caringal

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 - Connector not properly set on jig during attachment of protector on shiage 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:

Glenn
PKIMT Management

Conforme: *Jayson*
19_PK30341

FURUKAWA - Production Operator

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

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st - Written Warning</i>
Line/Shift	<i>11401 P/W</i>
ACKNOWLEDGE BY:	<i>KATHERINE O. CABRERA</i>
MANAGER	
Signature Over Printed name/ Date	

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKIMI

Control No: FAIP-1A-2006-1147

R. Alegro R. Alegro	J. Reyes/K. Hernandez J. Reyes/K. Hernandez	mg. Magadia mg. Magadia
Audited By:	Checked by:	Noted By:

Name: Espina Jay Son
Position: Associate
ID Number: 100130341
Batch No.: 252
Car Model/Line: Suzuki 15116

Process: Shiage / Dimension
Group/Shift: NS/A
Date/ Time: June 8, 2020 3:05
No. of Offense: 101
Superior Name: S. Hornilla

Non-compliance Reference/Document
Control Number:

FAIP-01-PRD-OP-092

Details of Audit Findings:

Not following SOP
connector not properly set on fig during attachment of detector on shiage process

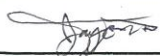
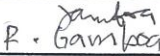

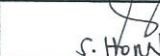
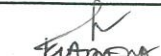
WRITTEN EXPLANATION

FIRST IF ALL, I'M NOT THE ORIGINAL MP OF SHIAGE / DIMENSION, SO MEANING I'M NOT PROPERLY ORIENTED ON STANDARD PROCEDURE. BECAUSE WHEN BEFORE THE PANDEMIC HAPPEN I WAS ASSIGN ON SHIAGE 1 PROCESS AND WHEN FUKUKAWA STARTED THE OPERATION DURING ECA, I ASSIGN ON SHIAGE / DIMENSION BUT THEY NOT ORIENT ME ON STANDARD PROCEDURE ON THAT PROCESS.

STAFF REMARKS: My Associate say promotion ng hindi preparation dahil walang nakatao

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Agency/FAIP Written Only(based on handbook)
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

 Employee Date: 6/25/20	 Jr Staff Date: 6-25-2020	 Staff Date: 06-26-2020	 Supervisor Date: 6-26-2020	 Manager Date: 7/1/20
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ACT - WRITTEN EXPLANATION