



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 : 17_PK19615
NAME : Bronia, Ma. Cristina Tanay
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : June 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
WRITTEN WARNING	
Line/Shift	NS 5th/1 5th/6
ACKNOWLEDGE BY	KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 3/15/2020 to name: Bronia, Ma. Cristina Tanay

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 STOP, CALL & WAIT - Dimension

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: 17_PK19615

FURUKAWA - Production Operator

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

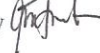


Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines

Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK19615

NAME : Bronia, Ma. Cristina Tanay 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 19-Jun-20

This refers to the alleged offense(s) you have committed at 15-Mar-20 to name: Bronia, Ma. Cristina Tanay

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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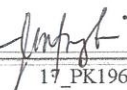
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NOTED BY:


PKIMT Management

Conforme: 
17_PK19615

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAUP-1A-2020-1060

☐ AGENCY

Please Specify: PKMR

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

Name: Bronia, Ma. Cristina
Position: Associate
ID Number: PPU9615
Batch No.: 192
Car Model/Line: SUZUKI 1516

Process: Dimension / Shigge
Group/Shift: DS/A
Date/ Time: March 15, 2020 / 07:35
No. of Offense: 1st offense
Superior Name: R. Gombao

Non-compliance Reference/Document
Control Number:
FAUP-WI-PED-1P-044

Details of Audit Findings: Not following stop-call-wait when encountered skip process
Continue the process even encountered skip

WRITTEN EXPLANATION

Datangin napa kung nakapag-skip process po ako di ko na po yun napansin, nalito napa kasi ako must tambak po kasi kama huna mes oras mayon kaya gaman ang hangyare. Ako po kasi ang Ona's thorn at nag-okay kaya di nakatid yung isa, habang nagcathampag po ako napansin Ona's may partner ko yung sumad na thornets kaya di kompo napansin na di nakatid. Kaya nalang po namin napansin huna naga NG na ECI. May countermeasure napa kaming ginawa at yun po ang ginawa namin nang oras din naging para po misuon na ang gamang pangyayari. Puenys napa.

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>06-06-20</u>	<u>[Signature]</u> Jr Staff Date: <u>6-8-2020</u>	<u>[Signature]</u> Staff Date: <u>06-08-2020</u>	<u>[Signature]</u> Supervisor Date: <u>6-9-2020</u>	<u>[Signature]</u> Manager Date: <u>06-11-2020</u>
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