



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

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:	185		
Line	5-11cc - 5720		
ACKNOWLEDGE BY:			
MANAGER	v. m. s.		
Signature Over Printed name/ Date			

MEMORANDUM NO. HRADM

TO : 19_PK29519

NAME : Gainza, Roxanne Casalla

FROM : PKIMT Management

SUBJECT : Verbal Warning

No. of Offense : 1st offense

DATE : April 17, 2021

This refers to the alleged offense(s) you have committed at **2/26/2021** to name: **Gainza, Roxanne Casalla**

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:

Multiple picking of parts in Assembly 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:

PKIMT Management

Conforme:
19_PK29519

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRMT

Control No: FALP-1A-2102-1095

<u>T. Panzalan</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: GAINZA Roxanne
Position: Associate
ID Number: 16-PK 20519
Batch No.: 248
Car Model/Line: SUZUKI YKC / 5130

Process: Assembly
Group/Shift: PC-B
Date/ Time: FEB 24, 2021 / 10:10
No. of Offense: 1st
Superior Name: H. Valencia

Non-compliance Reference/Document

Control Number:

FALP-GL-PRD-092

Details of Audit Findings: Multiple Picking of Parts

> HB - 203 - 2 - B

7NB - 11 - B

WRITTEN EXPLANATION

Ako po si GAINZA ROXANNE C. Na line 5130 Bando Gun.
Ay Naradit Na I-Alert Na Nag Multiple Picking Na Parts.
Sa Dahan po Na Ako'y Nag Mamadali Kase Po Ako'y
Delay Na Delay..
Pagpalamnan po Niyo Ang Akong Pagkakamali.
Asahan Nyo Pong Hindi ko Na Po Ito Unatim.
GAMAT po..

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>R. Blainze</u> Employee Date: <u>03-05-21</u>	<u>H. Valencia</u> Jr Staff Date: <u>03-05-21</u>	<u>M. Urbano</u> Staff Date: <u>03-06-21</u>	<u>J. Reyes</u> Supervisor Date: <u>03/10/21</u>	<u>V. Roxas</u> Manager Date: <u>03/11/21</u>
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