



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_PK38442
NAME : *Dela Cruz, Neil Jay De Castro*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : March 15, 2021

This refers to the alleged offense(s) you have committed at **1/27/2021** to name: **Dela Cruz, Neil Jay De Castro**

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:

Using Alias name on sub pc during sub assy

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_PK38442

FURUKAWA - Production Operator

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

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	WRITTEN WARNING
	<i>[Signature]</i> 3/25
	R BALANQUE
Line/Shift	D21K5 1217 A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	
Signature/Over Printed name/ Date	

☐ FAS☒ AGENCYPlease Specify: PRIMITControl No: FAIR-11-201-503

<u>at Salarda</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: De la Cruz Neil Jay
Position: Chouchie
ID Number: 209K 31442
Batch No.: 207
Car Model/Line: Nissan Datsun 2115

Process: Sub assy
Group/Shift: Ns/B
Date/ Time: Jan. 27, 2021 / 12:00
No. of Offense: 1st
Superior Name: C. Agumbal

Non-compliance Reference/Document Control
Number:
FAIR-WI-PRD-CA-043

Details of Audit Findings: Using alias name on sub Pc during sub assembly process

WRITTEN EXPLANATION

Sa pagmamadal po, sa kagustuhan ko pong mag-umpisa agad iniklian ko na lang po ang pangalan na nilagay ko po, araw ng gusto ko po makabuffer agad ng makatarget po at makuna po namin ang gustong offhency.

- this is an invalid reason for

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>De la Cruz</u> Employee Date: <u>02-24-21</u>	<u>Rehanab</u> Jr Staff Date: <u>02-24-21</u>	<u>Scudon</u> Staff Date: _____	<u>Sharon</u> Supervisor Date: _____	<u>John</u> Manager Date: <u>3/2/2021</u>
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