



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 : 15_0714162
NAME : Loyola, Jo-an Ebcas *Jo-an Loyola*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 3rd Offense
DATE : February 16, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	3rd
	Written
Line/Shift	VG/27 -B
ACKNOWLEDGE BY:	<i>[Signature]</i> 2/17
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/28/2021 to name: Loyola, Jo-an Ebcas

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:

Out connector at polybox

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:

CP
PKIMT Management

Conforme: *Jo-an Loyola*
15_0714162

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PL/MT

Control No: FAIP-M-2011-5283

<u>M. Solado</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Joan Loyola
 Position: associate
 ID Number: 10034162
 Batch No.: 209
 Car Model/Line: Suzuki 42R 5127

Process: Chiage
 Group/Shift: DC-B
 Date/ Time: NOV. 28, 2020/9:45
 No. of Offense: 1st
 Superior Name: O. Gutierrez

Non-compliance Reference/Document
 Control Number:

FAIP-WI-MD-AP-b1

Details of Audit Findings: connector JMX 37-23 #AK-Y coming out polybox at chiage process.

WRITTEN EXPLANATION

Ako po si Jo-an E. Loyola Ako po ay naglagay ng NG Harnost sa polybox sa likod ng chiage process. hindi ko napansin na may nakalabas ng connector sa polybox at napantungan ko po ng isang polybox pa. Pasensya na po, sa susunod e double check po ang paglalagay pa ng isang polybox at sisiguraduhin ko po na walang nakalabas ng connector sa polybox.

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>JO-AN E. LOYOLA</u>	<u>A. Gutierrez</u>	<u>M. Solado</u>	<u>C. Cardenas</u>	<u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>1-28-21</u>	Date: <u>1-28-21</u>	Date: <u>1-28-21</u>	Date: <u>1/28/2021</u>	Date: <u>1.28.21</u>

OFFENSE: _____

DATE: 02-24-21

WRITTEN EXPLANATION:

Ako po si Joan Loyola ng 5127 Floor na audit po ako
nang nov. 28, 2020, naglagay po ako ng NG Harness sa poly box at
di ko po natingnan ng ayos ang poly box ay may nakalabas na conector po.
at napatungon ko ulit ng isa pang poly box.

Countermeasure: Pangunay na po hindi na po mauulit.

Sa susunod po check ko na po ng mabuti at iingat ko po ang
aking trabaho.

Joan F. Loyola / 5127 Floor

Signature over Printed Name / Line