



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\_PK30454  
NAME : Garcia, Lenie Dumalague *[Signature]*  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 1st Offense  
DATE : March 16, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	<i>Written</i>
Line/Shift	5401- 5720 - B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/29/2020 to name: Garcia, Lenie Dumalague

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 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:

*[Signature]*  
**PKIMT Management**

Conforme: *[Signature]*  
19\_PK30454

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PLINT

Control No: FALP- 1A-2062- 0757

Name: Lenie Garcia  
Position: ASSOCIATE  
ID Number: 109A20454  
Batch No.: 252  
Car Model/Line: SUZUKI 701/ 520

Process: Assembly Process  
Group/Shift: DSIB  
Date/ Time: February 29, 2020/ 7:20  
No. of Offense: 1ST OFFENSE  
Superior Name: M. Ramos

For: <u>A. Balcan</u>	<u>K. Hernandez/ J. Reyes</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Non-compliance Reference/Document Control Number:

k200 1-0069  
Countermeasure for customer claim report

**Details of Audit Findings:** NOT FOLLOWING CUSTOMER CLAIM COUNTERMEASURE FOR MISSING SN  
ASSOCIATE DID NOT FOLLOW THE SEQUENCE ON ATTACHMENT OF STU BASED ON 400-EDT

## WRITTEN EXPLANATION

Hindi ko po narunod ang sequence attachment of STU kaya po ako na Audit ng I alert.  
Dahil di ko muna nalagayan ng claim kaya nilakdangan ko po, dahil po ako nung time ngayun.  
di ako nakapag andon.

## 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>LENIE D. GARCIA</u> Employee Date: <u>3/4/2020</u>	<u>RAMOS MYLRE G</u> Jr Staff Date: <u>3/06/2020</u>	<u>Chia</u> Staff Date: <u>3-06-2020</u>	<u>Tr. Dela</u> Supervisor Date: <u>3-7-2020</u>	<u>Chia</u> Manager Date: _____
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