



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_PK37824
NAME : Gacillos, Gellian Gallembas *Gellian*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : September 26, 2020

This refers to the alleged offense(s) you have committed at 8/29/2020 to name: Gacillos, Gellian Gallembas

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:

Incomplete fill up of checksheet

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_PK37824

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>Ld</i>
<i>WRITTEN WARNING</i>	
Line/Shift	<i>HONDA TRUCK 3126</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	



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_PK37824

NAME : Gacillos, Gellian Gallembas *Gellian*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 25-Sep-20

This refers to the alleged offense(s) you have committed at 29-Aug-20 to name: Gacillos, Gellian Gallembas

Violation Offense I 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 :

Incomplete fill up of checksheet

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:

Gellian
PKIMT Management

Conforme: *Gellian*
20_PK37824

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

FAS

AGENCY

Please Specify: _____

Control No: FAIR 1A-2008-2131

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

Name: Gillian Goillos
Position: associate
ID Number: 20 PR37824
Batch No.: tail
Car Model/Line: Honda TRX / 9125

Process: Assembly
Group/Shift: PS-A
Date/ Time: Aug. 29, 2020 / 3:20
No. of Offense: 1st
Superior Name: C. Felimon

Non-compliance Reference/Document
Control Number:

FAIR W1-PRD-H.P-101

Details of Audit Findings:

incomplete fill up of checksheet in
dated: Aug. 29-28, 2020

WRITTEN EXPLANATION

Hindi ko po magyan ng remarks ang ating cot fig checksheet
dahil yun po ang ating pagkakaalam, na ito ay hindi na
mulalagyan ng pangalan ko.

Ngayong alam ko na po lagi ko nang talagyan
at din kakaalaman.

REMARKS/ EVALUATION

☐ i-Alert written only
☐ Agency/FAIR Written Only(based on handbook)
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Gillian</u> Employee Date: <u>09-02-20</u>	<u>Felimon</u> Jr Staff Date: <u>09-02-20</u>	<u>Sn. pit</u> Staff Date: <u>9/02/20</u>	<u>D. Perez</u> Supervisor Date: <u>9/4/20</u>	<u>[Signature]</u> Manager Date: <u>9/5</u>
---	---	---	--	---