



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\_PK30597  
NAME : Bersabe, Noeh Wilbert Borneo  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 2nd offense  
DATE : September 26, 2020

|                                   |    |            |
|-----------------------------------|----|------------|
| PKIMT                             | AC | MENT FORM  |
| CC                                |    | ASSESSMENT |
| No. Offense: <i>2nd</i>           |    |            |
| <i>written warning</i>            |    |            |
| Line/Shift <i>4-3/24 / B</i>      |    |            |
| ACKNOWLEDGE BY:                   |    |            |
| MANAGER <i>[Signature]</i>        |    |            |
| Signature/Over Printed name/ Date |    |            |

This refers to the alleged offense(s) you have committed at 8/28/2020 to name: Bersabe, Noeh Wilbert Borneo

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 Sub-Assy process (Not following maximum sets on hanger)**

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\_PK30597

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PKMT

Control No: FALP-1A-2008-2043

|                          |                               |                 |
|--------------------------|-------------------------------|-----------------|
| <u>Leonida V. Cometa</u> | <u>Seane and K. Hernandez</u> | <u>J. Reyes</u> |
| Audited By:              | Checked by:                   | Noted By:       |

Name: Bernabe Noeh Wilbert  
 Position: Associate  
 ID Number: 1-PK3057  
 Batch No.: 25  
 Car Model/Line: Honda TRX / 3126

Process: Sub-assy  
 Group/Shift: NG-B  
 Date/ Time: Aug 28, 2020 / 1:30  
 No. of Offense: 1st  
 Superior Name: L. Fabregas

Non-compliance Reference/Document  
 Control Number:

FALP-WI-PRO-SA 043

## Details of Audit Findings:

OK: 12 sets NG: 11 sets

Not following maximum set of Hanger in Sub-assy process

## WRITTEN EXPLANATION

ng Andon kaya po over buffer ang hanger ko ang tagal po kac.  
 sa lay out kaya po punang puna ang hanger ko.

cm: Pag Puno Na po ang hanger ko mag susunod Malang po  
 over ibang sub po para malawagan ang pag kakaroon ng  
 over buffer sa hanger. at susunod na po dako sa maximum set  
 ng hanger.

## 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>[Signature]</u>                | <u>[Signature]</u>                | <u>[Signature]</u>        | <u>[Signature]</u>                 | <u>[Signature]</u>              |
| Employee<br>Date: <u>09-07-20</u> | Jr Staff<br>Date: <u>09-07-20</u> | Staff<br>Date: <u>9/2</u> | Supervisor<br>Date: <u>9/15/20</u> | Manager<br>Date: <u>9/15/20</u> |