



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_PK40544
NAME : Lolo, John Kenneth Janaban
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : October 29, 2020

This refers to the alleged offense(s) you have committed at 10/3/2020 to name: Lolo, John Kenneth Janaban

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:

No good location of wire

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:

hws
PKIMT Management

Conforme: *Kenneth Janaban*
20_PK40544

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	WRITTEN WARNING
	<i>hws</i>
Line/Shift	HONOR OFFER A Initial
ACKNOWLEDGE BY:	
MANAGER	<i>hws</i>
Signature Over Printed name/ Date	

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2010-4060

☒ AGENCY

Please Specify: PLUM

Name: Lolo, John Kenneth
 Position: Associate
 ID Number: 20K40544
 Batch No.: 313
 Car Model/Line: Kenda KRA/3129

Process: wire setter/subassy
 Group/Shift: DSL
 Date/ Time: 00-03-2020/02:00
 No. of Offense: 1st offense
 Superior Name: Mr. R. Fesalbon

Audited By: K. Hernandez
 Checked by: J. Reyes
 Noted By:

Non-compliance Reference/Document
 Control Number:

Details of Audit Findings: No good location of wire - wire found located on downspout w/ no label

WRITTEN EXPLANATION

ako po si John Kenneth F Lolo na humingi ng paumanhin sa kaidahilanan pang nailagay ko yung wire sa walang label na downspout dahil double crimp po iyon at magtatagilid po iyon pag may laman pa.

Sa susunod po ubusin ko muna yung wire sa downspout bagong seton ng bagu.

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>Lolo, John Kenneth</u> Employee Date: <u>10-13-20</u>	<u>REYNALDO FESALBON</u> Jr Staff Date: <u>10-13-20</u>	<u>M. SALADO</u> Staff Date: <u>10/17/20</u>	<u>Plus</u> Supervisor Date: <u>10/17/2020</u>	<u>10</u> Manager Date:
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