



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_PK30340
NAME : Catindig, Ralph Renz Pedida
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 2nd Offense
DATE : March 1, 2020

This refers to the alleged offense(s) you have committed at 2/12/2020 to name: Catindig, Ralph Renz Pedida

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

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 to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: 19_PK30340

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - WRITTEN WARNING
Line	D 2105
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2002-0594

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AGENCY

Please Specify: PKIMF

<u>[Signature]</u> K. Hernandez	<u>[Signature]</u> K. Hernandez/J. Reyes	<u>[Signature]</u> G. Magadia
Audited By:	Checked by:	Noted By:

Name: CATANDU, RALPH BENZ
 Position: ASSOCIATE
 ID Number: 19PK30340
 Batch No.: 253
 Car Model/Line: DAIHATSU QD/2105

Process: SUB-ASSEMBLY PROCESS
 Group/Shift: NS/B
 Date/ Time: February 12, 2020 / 05:20
 No. of Offense: 1st offense
 Superior Name: I. JAVIER

Non-compliance Reference/Document
Control Number:

FALP-CP-DCA-17089

Proper Treatment of discipline: on
sub-assembly process

Details of Audit Findings: Not following SOP No good location of subunits.

WRITTEN EXPLANATION

nakalaminan ko po ilagay sa ~~the~~ sub hangar pareng sa po hindi nags
maudit

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee	<u>[Signature]</u> Jr Staff	<u>[Signature]</u> Staff	<u>[Signature]</u> Supervisor	<u>[Signature]</u> Manager
Date: <u>2-17-20</u>	Date: <u>2-17-20</u>	Date: <u>2-17-20</u>	Date: <u>2-17-20</u>	Date: <u>2-20-20</u>