



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_PK35588
NAME : Navarrete, Desirie Cabarogias *ND/C*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : February 23, 2021

| PKIMT / ACKNOWLEDGEMENT FORM | |
|-----------------------------------|-----------------------------|
| COMMENTS/ ASSESMENT | |
| No. Offense: | 1st |
| | Written |
| Line/Shift | SS702 / A |
| ACKNOWLEDGE BY: | |
| MANAGER | <i>[Signature]</i> 3-1-2021 |
| Signature Over Printed name/ Date | |

This refers to the alleged offense(s) you have committed at **1/30/2021** to name: **Navarrete, Desirie Cabarogias**

Violation Offense No. **V**

Section No. **10** **OFFENSES AGAINST COMPANY INTEREST**

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:
Associate doing air working during taping application on 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] 2/24/2021
PKIMT Management

Conforme: *[Signature]*
19_PK35588

FURUKAWA - Production Operator
(Please attach your written explanation upon returning of this letter)

i-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PRMT

Control No: FALP-18-2101 - 586

| | | |
|--------------------------------|--|-----------------|
| <u>for</u> <u>n/mangalo</u> | <u>Gonzalez</u> <u>R. Hernandez</u> | <u>J. Reyes</u> |
| Audited By: | Checked by: | Noted By: |

Name: Novarete Deserie
 Position: Associate
 ID Number: 16PM 35588
 Batch No.: 285
 Car Model/Line: Suzuki 419 / 5102

Process: Assembly
 Group/Shift: NS 1A
 Date/ Time: Jan. 30, 2021 / 10:10
 No. of Offense: 1st
 Superior Name: D. Romacino

Non-compliance Reference/Document Control Number:

FALP-18-PRD-PP-101

Details of Audit Findings:

Non compliance during assembly process
associate doing air working during taping application on assembly process

WRITTEN EXPLANATION

Ako po si Deserie C. Novarete, ay na Audit dahil nag-airworking
at sa kadahilang ako po ay delay.

Nangangako ako na dina Ulit pang muling ma-audit

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>ndeserie</u> Employee Date: <u>2-17-21</u> | <u>afma</u> Jr Staff Date: <u>2-17-21</u> | <u>Intuan</u> <u>D. Pinaan</u> Staff Date: <u>2-17-21</u> | <u>m formo</u> Supervisor Date: <u>2-17-2021</u> | <u>Amos</u> Manager Date: <u>2-18-21</u> |
|---|---|--|--|--|