



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_PK35574
NAME : Mercado, Jhana Marie Delgado
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : December 15, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	W/miller
Line/Shift	SS725 - P
ACKNOWLEDGE BY:	
MANAGER	<i>Jm</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **9/2/2020** to name: **Mercado, Jhana Marie Delgado**

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 assembly process- did not set connector jig after taping

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:

Jm
PKIMT Management




Conforme: *J. Mercado*
19_PK35574

FURUKAWA - Production Operator

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

FAS

☒ AGENCY

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

Process:

Group/Shift:

Date/ Time:

No. of Offense:

Superior Name:

FMP-WI-PRD-AP-101






Assembly associate did not set the connector on jig after taping

Kaya po ako nagkaroon ng tangaal connector jig sa SSGTSN28L52F1-GR
ay ito po inilalagay pakatapos mag junction sa susunod po na mag NG
ilalagay ko na po ang connector sa jig pakatapos mag junction.

☐ i-Alert written only

Agency/FALP Written Only(based on handbook)

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

 Employee Date: <u>11/02/20</u>	 Jr Staff Date: <u>09/08/2020</u>	 Staff Date: <u>9/8/2020</u>	 Supervisor Date: <u>11-21-2020</u>	 Manager Date: <u>11/22/2024</u>
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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_PK35574

NAME : Mercado, Jhana Marie Delgado *J. Mercado*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : December 15, 2020

PKIMT ACKNOWLEDGMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	1/26/2021
	<i>J. Mercado</i>
Line/Shift	SS125-B
ACKNOWLEDGE BY:	
MANAGER	<i>J. Mercado</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/10/2020 to name: Mercado, Jhana Marie Delgado

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 assembly process-Multiple picking of parts during assembly

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:

JN
PKIMT Management

Conforme: *J. Mercado*
19_PK35574

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2010-4263

☒ AGENCY

Please Specify: PRINT

<u>For: Angelo</u> <u>M. Sengil</u>	<u>Checked by:</u> <u>K. Hernandez</u>	<u>Noted By:</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Mercado, Thana Marie

Process: Assembly

Position: Associate

Group/Shift: D-1B

ID Number: 19 PK 355 74

Date/ Time: October 10, 2020 / 09:40

Batch No.: 273

No. of Offense: 1st

Car Model/Line: MAZDA 4AR / 5125

Superior Name: M. Bagui

Non-compliance Reference/Document
Control Number:

FALP-101-PROD-PP-01

Details of Audit Findings: Multiple picking of parts during Assembly

NCOT7 FALP L=100 and NCOT7 FALP L=200

WRITTEN EXPLANATION

I kanya ko po nangangagat ang kaba ng parts ay ako po ay
delay at dalawit ang portion. Ay nangangagat na di ko na manulit
ang multiple picking of parts.

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>Mercado</u> Employee Date: <u>11/15/20</u>	<u>M. Bagui</u> Jr Staff Date: <u>11-15-20</u>	<u>AS</u> Staff Date: <u>11-15-20</u>	<u>C. Carabites</u> Supervisor Date: <u>11-21-2020</u>	<u>Anna</u> Manager Date: <u>11/23/2020</u>
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