



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\_PK34637

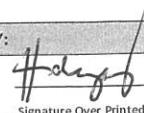
NAME : Valle, Ana Marie Maceda ✓

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st Offense

DATE : March 1, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - WRITTEN WARNING
Line	WRITING COPY 7/13
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/27/2020 to name: Valle, Ana Marie Maceda

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 but 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: Ana Marie Valle  
19\_PK34637

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2001-0255

☒ AGENCY

Please Specify: PKMT

<i>M. Casama</i> Audited By:	<i>J. Reyes/K. Hernandez</i> Checked by:	<i>G. Magadia</i> Noted By:
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Name: Kalle Ana Marie  
Position: Associate  
ID Number: 19 24 37  
Batch No.: 231  
Car Model/Line: Subaru 7113

Process: assembly  
Group/Shift: OS B  
Date/ Time: Jan. 27, 2020 / 11:30  
No. of Offense: 1  
Superior Name: E. Belo

Non-compliance Reference/Document

Control Number:

FAIP-SP-020 Production

Initial - Final Process

## Details of Audit Findings:

Not following SOP  
No good condition of cot jig but still ok on checklist

## WRITTEN EXPLANATION

*Pasunaya na po kung hindi po nasunod ang SOP noong araw na yun. Bawat araw po ay iba't ibang cot ang ginagamit ko, nagkabiton pong nang araw na yun hindi ko na check ang cot ko at nalagayan ko po ng GOOD. Umaasa po ako na tsa naging Good ang cot ang aking ginagamit. Hindi na po mawala, i-check ko mulang ang cot bago gamitin.*

*(with provided acceptance condition as of 2/7)*

## 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).

<i>Ana Marie J. Walk</i> Employee Date: _____	<i>E. Belo</i> Jr Staff Date: <u>Jan-27-20</u>	<i>J. Reyes</i> Staff Date: <u>01-30-20</u>	<i>C. Remon</i> Supervisor Date: <u>1/30</u>	<i>H. Belo</i> Manager Date: <u>2/10</u>
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particular duties and responsibilities inherent to the