



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_PK32525
NAME : Lontoc, Emerlyn Conti *Lontoc*
FROM : PKIMT Management
SUBJECT : Written Warning ✓
No. of Offense : 1st Offense
DATE : December 27, 2019

This refers to the alleged offense(s) you have committed at 11/19/2019 to name: Lontoc, Emerlyn Conti

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 Sub assy 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]
PKIMT Management

Conforme: *Lontoc*
19_PK32525

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>Not - WRITTEN</i>
Line/Shift	<i>HRADM 3114-A</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date



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_PK32525

NAME : Lontoc, Emerlyn Conti *Emerlyn*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 21-Dec-19

This refers to the alleged offense(s) you have committed at 19-Nov-19 to name: Lontoc, Emerlyn Conti

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*
19_PK32525

FURUKAWA - Production Operator

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


I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1911-0247

☒ AGENCY

Please Specify: PKINT

R. Alegro R. ALEGRO	 G. Magadia
Audited By:	Noted By:

Name: Lontoc, Emerlyn
 Posltion: Associate
 ID Number: 19-PK32525
 Batch No.: 263
 Car Model/Line: Honda / 3114

Process: Sub-Assembly
 Group/Shift: A / NS
 Date/ Time: 11-19-19 / 8:45 pm
 No. of Offense: First Offense
 Superior Name: P. Mangundayao

Audit Findings: Not following SOP

Details: Not updating pulling strength body sensation

WRITTEN EXPLANATION

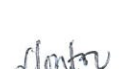
Ako po si Emerlyn C. Lontoc na naudit sa kadahilanan pang hindi ko mag-update ang pulling body sensation sapagkat hindi pa po ako katagalan sa linyang ito kaya hindi ko po alam na maging mag-update bago magsumala ang production kaya nakalimutan ko pang iupdate ito.


Counter measure:


sa pangyayari pang ito natuto na po ako at hindi ag- hindi na po ito maging iupdate ko na po ang pulling strength body sensation para maiwasan na din ang pangyayaring ito.


Remarks/ Evaluation:

Issue penalty using / based from FAIP hand book

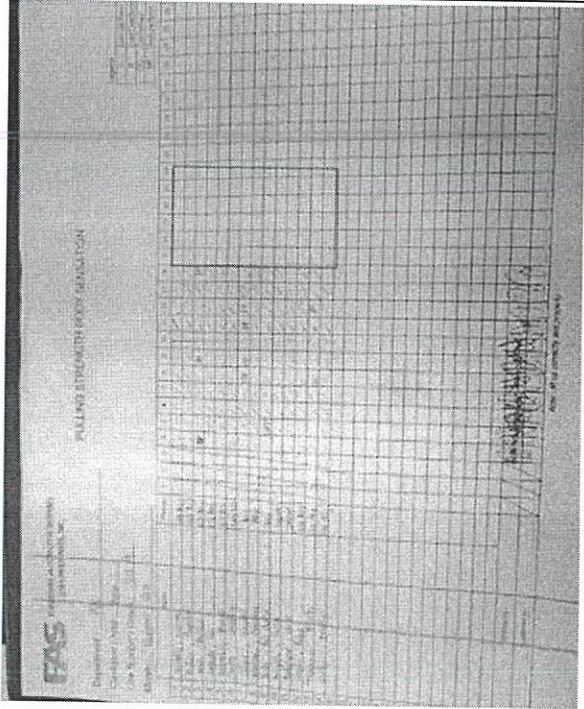

 Signature of Employee
 Date: 11/23/19


 Jr Staff
 Date: 11/23/19


 Staff
 Date: 11/23/19


 Supervisor
 Date: 11/27/19


 Manager
 Date: 11/28/19

CUSTOMER: Honda Old			Illustration	Action Taken
Date & Time	November 19, 2019/08:45pm			
Shift & Group	NS/A			
Car Maker/ Model	Honda Old			
Line No.	3114			
Name	Lontoc, Emerlyn			
ID No.	19PK32525			
Batch No.	263			
Process	Assembly process			
FAS or Agency: specify	PKIMT			
Person Informed	P. Mangundayao			
Audited by:	R. Alegro			
Reason/Risk:				
Audit Details				
<p>Not following SOP</p> <p>Not updating pulling strength body sensation checksheet.</p> <p>>From 11-15-19 to 11-19-19</p>				

QCA-097-00

EFF:10/17/19