



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 :** 20\_PK45809  
**NAME :** Dela Cruz, Rose Ann Mendoza *gmfu*  
**FROM :** PKIMT Management  
**SUBJECT :** Written Warning  
**No. of Offense :** 1st offense  
**DATE :** February 16, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	Written
	<i>gmfu</i> 03/02
Line/Shift	DDIL 21/03-13 (H2172)
ACKNOWLEDGE BY:	<i>gmfu</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/9/2021 to name: Dela Cruz, Rose Ann Mendoza

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:

Multiple picking of wires during sub assy

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:

*gmfu*  
PKIMT Management

Conforme: *gmfu*  
20\_PK45809

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

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FAS

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AGENCY

Please Specify: PLUMT

Control No: FAUP-18-2101-129

		
Audited By:	Checked by:	Noted By:

Name: Rose Ann Dela Cruz  
 Position: Associate  
 ID Number: 2996809  
 Batch No.: 337  
 Car Model/Line: Daihatsu PUL 2113

Process: Sub-assy  
 Group/Shift: NS-13  
 Date/ Time: Jan. 9, 2021 / 7.00  
 No. of Offense: 1st Offense  
 Superior Name: J. P. Robles

Non-compliance Reference/Document  
 Control Number:  
FAUP-W1-PLD-SA-043

Details of Audit Findings: Multiple picking of wires during sub-assy  
associate conduct multiple picking of wire on sub-assy process.

## WRITTEN EXPLANATION

Nagawa ko pong mag multiple picking dahil po nawala po serwis ko nung time na yun na nagpalit na  
kami ng product. Nagawa ko pong maglabay-sabay ng kuha ng wire dahil po delay na kami nung time  
na yun dahil po big product ang run namin  
(Hati na po uli ito nawalit sa suporta at suporta na po ako sa tamang process.)

Titagin na po ako sa product na siya-sub namin para wala na pong mangyari uling  
mali.

## REMARKS/ EVALUATION

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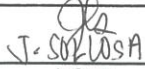

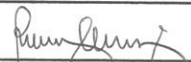

i-Alert written only

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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).

				
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>01-13-21</u>	Date: <u>1-13-2021</u>	Date: <u>1-15-21</u>	Date: <u>01-16-21</u>	Date: <u>1/12</u>