



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_PK38808
NAME : Cruzat, Jeffrey Briones *[Signature]*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : October 10, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
<i>[Signature]</i>	
Line/Shift	SSB/4
ACKNOWLEDGE BY: KATHERINE O. CABRERA	
MANAGER	<i>[Signature]</i>
Signature/Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/19/2020 to name: Cruzat, Jeffrey Briones

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 Lay-out (Checksheet not updated)

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: *[Signature]*
20_PK38808

FURUKAWA - Production Operator

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

October 8, 2020

PKIMT Agency


Sir/Ma'am;

Good morning!

We will request to please issue Notice to Explain on attached list since they were audi compliance on our Company Rules.

Please see attached sheet.

Thanks,


Katherine O. Cabrera
PD4-Section Manager



WRITTEN EXPLANATION

DATE SEPT. 19, 2020
NAME CRUZAT, JEFF
CATEGORY/AGENCY PKMT ID NUMBER: 20-PK138808
LINE NUMBER and SHIFT 5104-A
DATE HIRED FEB. 5, 2020
PROCESS LAY-OUT Audited By: Whane T
VIOLATION/DEFECT No update CATEL SHEET
CONTROL NO. _____ OFFENSE NO. _____

EXPLANATION

Bakit ka naaudit?

✓ Wala po fill up ang check sheet ✓

Ano sa palagay mo ang epekto ng violation na ginawa mo sa harness?

✓ Baka po magkaron ng foreign mat
Kapag madumi ang board ✓

Aware ka ba sa memo about sa penalty na pedeng ipataw sayo pag naaudit ka?

suspension

COUNTERMEASURE

mag fill up na po ako ng check sheet
Bago mag umpisa ang trabaho ✓

STAFF REMARKS

Jr. Staff must be check the check sheet every start of the shift.

SV REMARKS

PLEASE ANSWER THIS FORM WITHIN THE SHIFT.

PREPARED BY:

CRUZAT
Sign of Employee

ISSUED BY:

M. Bonete
Jr. Staff

CHECKED BY:

Alvin
Staff

VERIFIED BY:

M. Bonete
Supervisor