



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\_PK31299  
NAME : Perido, Genalyn Amoroso *G*  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 1st Offense  
DATE : February 6, 2020

This refers to the alleged offense(s) you have committed at 1/12/2020 to name: Perido, Genalyn Amoroso

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 one set supply**

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:

*Genalyn*  
PKIMT Management

Conforme: *Genalyn*  
19\_PK31299

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st - written warning</i>
Line/Shift	<i>Production 7/102 - 13</i>
ACKNOWLEDGE BY:	<i>Genalyn</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\_PK31299  
NAME : Perido, Genalyn Amoroso  
FROM : PKIMT Management  
SUBJECT : Notice to Explain  
No. of Offense : 1st Offense  
DATE : 5-Feb-20

This refers to the alleged offense(s) you have committed at 12-Jan-20 to name: Perido, Genalyn Amoroso

**Violation Offense | V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

PKIMT Management

Conforme:

19\_PK31299

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FALP-1A-200-0060

<u>P. Krumm</u> <u>R. Lynne</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Penido, Gendlyn

Position: associate

ID Number: 19PK31299

Batch No.: 257

Car Model/Line: Subaru 1102

Process: laybut

Group/Shift: OS-B

Date/ Time: Jan. 12, 2020 9:05

No. of Offense: 1st

Superior Name: A. Rwig

## Details of Audit Findings:

Not following one set supply on can. MSA-626FA...

## WRITTEN EXPLANATION

Ako po si Gendlyn A. Penido ng 7102 na naudt sa kadahilangang paglalagay ng cover sa isang lagayan sapagkat ako lamang po ay sumupport doon. At Hindi ko naman po alam nahirap Din po kung isa ang paglalagay at Haka-down time Din po para sa akin Bilang support lamang kung mag-support po ako is-is ko na lang po ilalagay ang cover. Hindi na po ito namilit.

## REMARKS/ EVALUATION

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i-Alert Explanation Only

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Agency/FALP Written Explanation Only (based from handbook)

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Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

<u>G.</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Signature of Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>01-12-2020</u>	Date: <u>01-18-2021</u>	Date: <u>01-18-2020</u>	Date: <u>1/14</u>	Date: <u>1/24</u>