



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_PK39250
NAME : Gamol, Mark Anthony Rosal *[Signature]*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 2nd offense
DATE : February 23, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd</i>
	<i>Written</i>
Line/Shift	<i>V 50K</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 2-23-2021
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/5/2021** to name: **Gamol, Mark Anthony Rosal**

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:

Using other worker name during 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: *[Signature]*
20_PK39250

FURUKAWA - Production Operator

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

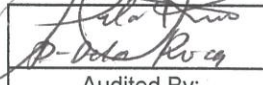


I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-2101-040

☒ AGENCY

Please Specify: PKIMT

 P. Dela Roca	 R. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

Name: Garnal mark Antony Process: Sub Assy
 Position: Associate Group/Shift: DS-A
 ID Number: 20PK39250 Date/ Time: Jan 5, 2021/09:15
 Batch No.: 302 No. of Offense: First offense
 Car Model/Line: Suzuki XF264 5015 Superior Name: Melody

Non-compliance Reference/Document
Control Number:

FAIP-WI-PKO-SA-043

Details of Audit Findings: Not Following SOP

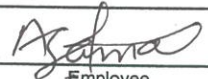

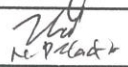


Using other worker name during sub assy process.

WRITTEN EXPLANATION

Ako po si mark Antony, Garnal ay hindi po nakapag palit ng pangalan kasi po late na po ako nun, di ko na po naalala na palitan kasi po wala din po akung butter sama po ~~ko~~ bigyan nyo po po ako ng isapang pagkatatagan sinasigurado ko po na di na po iyon mauulit.

REMARKS/ EVALUATION

- ☐ i-Alert written only
☒ Agency/FAIP Written Only (based on handbook)
☐ Need day/s suspension (based from handbook & Memo for Major Non-compliance).

 Employee	 Jr Staff	 Staff	 Supervisor	 Manager
Date: <u>1-26-21</u>	Date: <u>1-26-21</u>	Date: <u>1-26-21</u>	Date: <u>1-26-21</u>	Date: <u>2-18-2021</u>