




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\_PK30606  
NAME : Guevarra, Joven Delgado   
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 1/14/2020 to name: Guevarra, Joven Delgado

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:

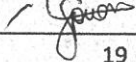
**Not Following SOP**

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.

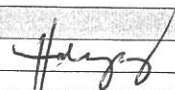
NOTED BY:

  
PKIMT Management

Conforme:   
19\_PK30606

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - WRITTEN WARNING
Line	FURUKAWA ECD 1101 - B
ACKNOWLEDGE BY:	
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\_PK30606

NAME : Guevarra, Joven Delgado

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

14-Jan-20

to name: Guevarra, Joven Delgado

**Violation Offense | 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 :

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NOTED BY:

PKIMT Management

Conforme:

19\_PK30606

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PKINT

Control No: FAIP- 10, 2001- 0045

<u>[Signature]</u>	<u>[Signature]</u>
Audited By:	Noted By:

Name: Guevarra, Joven Delgado

Position: Associate

ID Number: 10 PM 20010

Batch No.: 255

Car Model/Line: Subaru 1.103

Process: ECT

Group/Shift: NC-D

Date/ Time: Jan. 14, 2020, 8:45

No. of Offense: 1st

Superior Name: G. Pascual

## Details of Audit Findings:

Not following CDP  
Associate caught blowing off conn. YSKJSGK - HE 24FD on ECT process

## WRITTEN EXPLANATION

Hiniyan ko po ang connector sa kadahitangang akala ko po  
ay may dumang connector kaya ko nagawa ang aking pagkakamali  
na hindi pala ang sanhi kung batil hindi magpass sa kadahitangang  
ang jig ang may sirang sa susunod tatawagin ko na pa ang aking  
jr staff para ipa confirm.

## REMARKS/ EVALUATION

☐ i-Alert Explanation Only

☒ Agency/FALP Written Explanation Only (based from handbook)

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

<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Signature of Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>Jan 18, 2020</u>	Date: <u>Jan 18, 2020</u>	Date: <u>1/17</u>	Date: <u>1/19</u>	Date: <u>1/24</u>