



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, I
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT			
No. Offense:	19		
	Verbal		
Line	5701 5720		
ACKNOWLEDGE BY:		v. Torres 4/20/21	
MANAGER		Signature Over Printed name/ Date	

MEMORANDUM NO. HRADM

TO : 19_PK29879

NAME : Torres, Jasmin Magtibay *J. Torres*

FROM : PKIMT Management

SUBJECT : Verbal Warning

No. of Offense : 1st offense

DATE April 17, 2021

This refers to the alleged offense(s) you have committed at 1/14/2021 to name: Torres, Jasmin Magtibay

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 Assembly 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:

J. Torres
PKIMT Management

Conforme: *J. Torres*

19_PK29879

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FAIP-1A-2101-244

<u>J. Punzalan</u>	<u>for: R. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Torre, Jasmin

Process: Assembly

Position: Associate

Group/Shift: NS-13

ID Number: 19PK29879

Date/ Time: Jan. 14, 2021 / 2:00

Batch No.: 250

No. of Offense: First offense

Car Model/Line: Suzuki YDI / 5120

Superior Name: M. Ramos

Non-compliance Reference/Document
Control Number:

FAIP-WI-PRO-AP-101

Details of Audit Findings: Not using provided jig during combining taping in Assembly process.

WRITTEN EXPLANATION

AKO po si Jasmin Torre ay na-dut sa hindi paggamit ng jig ng ~~FAIP~~ airbag dahil habibiragan po ako na ~~Heater~~ airbag and jig dahil sumasabit sa mga ~~walang~~ walang ~~bag~~ bag ~~na~~ na ~~gagamitin~~ gagamitin kung po ang jig ng ~~air bag~~.

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Agency/FALP Written Only(based on handbook)

☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>J. Torres</u> Employee Date: <u>01-18-21</u>	<u>M. Ramos</u> Jr Staff Date: _____	<u>M. Ramos</u> Staff Date: <u>3-13-21</u>	<u>B. De Castro</u> Supervisor Date: _____	<u>J. Reyes</u> Manager Date: <u>3/18/21</u>
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