



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 : 18_PK27054
NAME : Egamen, Angel Borromeo
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : March 14, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
<i>[Handwritten signature]</i>	
Line/Shift	42115 - A
ACKNOWLEDGE BY: <i>[Handwritten signature]</i> 15-1	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/24/2020 to name: Egamen, Angel Borromeo

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 Stop call & wait when encountered lacking parts in Assy

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:

[Handwritten signature]
PKIMT Management

Conforme: *[Handwritten signature]*
18_PK27054

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: FRINT

Control No: FALP-1A-2001-0014

<u>R. Alcaro</u> Audited By:	<u>J. Reyes/K. Hernandez</u> Checked by:	<u>G. Magadia</u> Noted By:
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Name: Ermen Angel
Position: Associate
ID Number: 16-PK27054
Batch No.: 232
Car Model/Line: Honda / 215

Process: Asst.
Group/Shift: DE-A
Date/ Time: January 24, 2020 / 6:45pm
No. of Offense: 1st
Superior Name: R. Ramos

Non-compliance Reference Document
Control Number:

FALP - M - PRD - 18004

Details of Audit Findings:

Not following stop call and wait
Put not call the attention of Jr Staff when encountered lacking parts

WRITTEN EXPLANATION

Alanaman po kay nakaipit kaya po napilitan po akong mag-abot ng
parts sa kadahilanan pong naka-parton din po nina si Expert at di ko rin
naman po alam na pede iabot kay expert ang parts at si expert po
ang mag-aabot kay operator na nahingi ng missing parts.

bilang na lang po uulitin at kay expert ko nalang po iabot para
sys po ang mag-aabot sa nahingi, sauman hin po talaga.

REMARKS/ EVALUATION

☐ i-Alert written only

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

☒ Agency/FALP Written Only(based on handbook)

<u>Ermen Angel B</u> Employee Date: <u>01-29-19</u>	<u>[Signature]</u> Jr Staff Date: <u>-28-20</u>	<u>[Signature]</u> Staff Date: <u>1-28-20</u>	<u>[Signature]</u> Supervisor Date: <u>01-29-20</u>	<u>[Signature]</u> Manager Date: _____
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