




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_PK33853
NAME : Gulang, Rowena 
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 3, 2020

This refers to the alleged offense(s) you have committed at 11/18/2019 to name: Gulang, Rowena

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 Appearance 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.


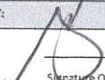
NOTED BY:


PKIMT Management

Conforme: 
19_PK33853

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	157
	
Line/Shift	Handy-A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	




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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK33853

NAME : Gulang, Rowena 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 29-Jan-20

This refers to the alleged offense(s) you have committed at 18-Nov-19 to name: Gulang, Rowena

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

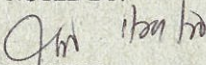
Description :

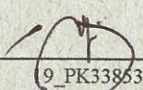
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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme: 

9_PK33853

FURUKAWA - Production Operator

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

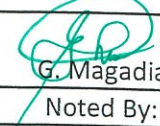
I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: TAIP-1A-1911-3270

☒ AGENCY

Please Specify: PKINT

R. Alegro R. ALEGRO	 G. Magadia
Audited By:	Noted By:

Name: Euleng, Rowena
Position: Associate
ID Number: 19-PK33853
Batch No.: 268
Car Model/Line: Honda 13114

Process: Appearance
Group/Shift: A/NS
Date/ Time: 11-18-19 / 10:40 PM
No. of Offense: First Offense
Superior Name: P. Mangundayao

Audit Findings: Not following SOP.

Details:

Not following maximum sets on inspection hanger.
Good: 10 sets NG: 18 sets

WRITTEN EXPLANATION

Ako po ay na audit sa kadahilang hindi pag sumit sa maximum sets ng aling inspection hanger. Noong gabi po kasi na na audit ako ay tambakan sapagkat maraming iwan na harness ang kabilang shift, at hindi naman po maliwasan ang pag papa adtape pati na po ang mga missing markings na kailangan ko pong tumawag ng Jr. staff o kanyang expert at sa pagmamadali ko po ay hindi ko na napansin na sobra na pala sa maximum sets ang aling harness. Sa kabilang banda ay nag a-adjust pa po ako sapagkat unang gabi po tum ng pagkakaroon ng DA.


Counter Measure:


Sisiguraduhin ko pong hindi na ako mag papatambak ng sobra sa maximum sets ng aling inspection hanger, at kung magkaraman man na tambakan ay agad po ako mag a-adjust.

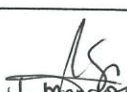
Counseling done 1/20/2019


Remarks/ Evaluation:


Issue Penalty based from FAIP Handbook.


Signature of Employee
Date: 11-23-2019


Jt Staff
Date: 11/23/19


J. Mendoza
Staff
Date: 11/23/19


Supervisor
Date: 11/26/19


Manager
Date: 11/27/19