



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_PK26909
NAME : Wagan, Cristine Boyon *Wagan*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : June 23, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>W. warning</i>
Line/Shift	<i>W724</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 2/19/2020 to name: Wagan, Cristine Boyon

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:

Incorrect fill up of Checksheet

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]*
18_PK26909

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMT

Control No: FAIP- 1A- 2002-0045

Name: Wagan Christine
Position: Associate
ID Number: 18PH24909
Batch No.: 231
Car Model/Line: Suzuki / 5124

Process: sub assy
Group/Shift: OS - A
Date/ Time: Feb. 19, 2020 / 5:00
No. of Offense: 1st
Superior Name: L. Cadiz

<u>M. Dang</u> Audited By:	<u>K. Hernandez / J. Reyes</u> Checked by:	<u>G. Magadia</u> Noted By:
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Non-compliance Reference/Document

Control Number:

FAIP - M-RMP-043

Details of Audit Findings:

in correct fill up of checksheet
NG sub assy collar joint but still ok on checksheet

WRITTEN EXPLANATION

Hindi ko po kasi alam na collar joint ang tanaw down. Kaya ko po kasi ay kasama na iyon sa foot switch kaya yun lang po ang naka NG sa ating checksheet.

Magtatanong na po ako sa Jr. Staff o expert kapaag hindi ko alam. Icheck ko na din ng ayos ang ating jig at babasahin ko na ng ayos ang ating checksheet.

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>CHRISTINE WAGAN</u> Employee Date: <u>02/24/2020</u>	<u>L. CADIZ</u> Jr Staff Date: <u>02/24/2020</u>	<u>L. CADIZ</u> Staff Date: <u>2/26/2020</u>	<u>J. HERNANDEZ</u> Supervisor Date: <u> </u>	<u>C. CRISTALA</u> Manager Date: <u>02-13-2020</u>
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