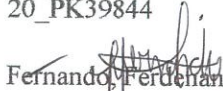





Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 20_PK39844
NAME :  Fernando, Ferdinan Bernardo
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : September 26, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
Written warning	
Line/Shift	H- 0130 /B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8/20/2020 to name: Fernando, Ferdinan Bernardo

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:

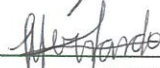
Not following SOP in sub assay (In correct fill up of checksheet)

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:


PKIMT Management

Conforme: 
20_PK39844

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PLUM

Control No: FAIP-19-2008-1898

<u>Cabotana</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Fernando, Ferdinan
 Position: Asst. Clerk
 ID Number: 20 PM 9844
 Batch No.: 810
 Car Model/Line: Honda TRX / 720 3120

Process: sub assy
 Group/Shift: NS-B
 Date/ Time: AUG. 20, 2020 / 7:30
 No. of Offense: 1st
 Superior Name: N. De torres / K. Mendosa

Non-compliance Reference/Document
 Control Number:

FAIP-19-PRD-SA-543
sub assembly PLUM

Details of Audit Findings:

Not following SOP
system types of conduction but still ok on check sheet
Remarks: already have warning
Incorrect fill up of check sheet 0.64 Terminal Guide

WRITTEN EXPLANATION

alco po si FERDENAN FERNANDO na nagkamali sa
pag fill up ng check sheet hindi kaya po sa sunat ay akin ng
itama ang pag fill up ng check sheet

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Agency/FAIP Written Only(based on handbook)
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>M. Mendosa</u>	<u>M. Mendosa</u>	<u>M. Mendosa</u>	<u>M. Mendosa</u>	<u>M. Mendosa</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>8/21/20</u>	Date: <u>8/21/20</u>	Date: <u>8/24/20</u>	Date: <u>8/24/20</u>	Date: <u>8/24/20</u>