



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\_PK37882  
NAME : Flores, Reyza Chavez *Raflores*  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 1st Offense  
DATE : March 7, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	187
<i>Written</i>	
Line/Shift	#3129 - B
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 3/6/2020 to name: Flores, Reyza Chavoz

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 (Stop, Call and Wait)**

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: *Raflores*  
20\_PK37882

FURUKAWA - Production Operator

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

**FAS Coordinator**

**From:** "Julie / Maria Julie Bruno Sabido" <mariajulie.bruno.sabido@furukawaelectric.com>  
**Date:** Friday, March 06, 2020 12:15 PM  
**To:** "Jho" <coordinator@pkimt.com>; <f-coordinator@pkimt.com>  
**Cc:** "Je / Jerald Ramos Ganadillo" <jerald.ramos.ganadillo@furukawaelectric.com>; "白畑 裕則 / Hironori Shirahata" <hironori.shirahata@furukawaelectric.com>  
**Subject:** for issuance of memo

Dear Ma'am,

Kindly issue memorandum for below employee of Honda TKRA Eng 3129.

Reyza Flores  
 20-PK37882

Specific Violation: Did not perform STOP- CALL-WAIT procedure when encountered defect which is unlock cover of fuse box.

Thank you,

Julie Sabido  
 PD Honda

**PKIMT**

**OFFENSE:**

not following sop

**DATE:** 03-07-20

**WRITTEN EXPLANATION:**

AKO PO SI RENA CHAVEZ FLORES AKO PO AY NA AUDIT NI SIR SHIRIHATA KASE PO UNLOCK PO TUNG SA FUSE WAGAS SA KO PO SA APPEARANCE TAPOS PINAGPALIT NG PO TUNG ISANG HARNESS DUN SA NAKA UNLOCK.. HINDI PO AKO GOMAMIT NG ANDON LIGHT AT HINDI PO AKO TUMAWAG NG EXPERT OR SR STAFF..

**Countermeasure:**

Hindi na po mawulit gagamit na po ako ng andon at tatawag ng sr staff..

RENA FLORES 3129

Signature over Printed Name / Line