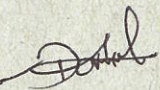




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK32453
NAME : Drice, Daniel Agaya 
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : January 25, 2020

This refers to the alleged offense(s) you have committed at 10/21/2019 to name: Drice, Daniel Agaya

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 Autocutting ang Crimping

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:

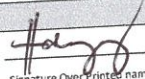

PKIMT Management

Conforme: 

19_PK32453

FURUKAWA - Production Operator

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

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
	written
Line/Shift	Subaru Int'l Fin 18
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

PKIMT

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_PK32453
NAME : Drice, Daniel Agaya
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 25-Jan-20

This refers to the alleged offense(s) you have committed at 21-Oct-19 to name: Drice, Daniel Agaya

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:

CW

PKIMT Management

Conforme: _____

19_PK32453

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: ALP-1A-1910-1893

Process: INTERVIEW & CHARGING
Group/Shift: DSB
Date/ Time: OCTOBER 21, 2019/09:15
No. of Offense: 1st OFFENSE
Superior Name: L. SPALZO

Details:

DID NOT USE OILER DURING CUTTING & CRIMPING PROCESS

Ako po si Daniel Drice, ako po ay na-audit dahil wala ang oiler na ginagamit ko kumplet o naman po ang gamit ko hindi ko po alam kung bakit nawawala nalang palagi. Kumpleto rin po ang gamit ko pag nawala pero pagdating ko po ay wala na.

countermeasure. Sa susunod po ay iicoconcern kona kapag may nawawala akong gamit sa junior staff para makapagrequest siya ng panibago at lagi ko pong icheck ang akting mga gamit kung may nawawala pa.

Target Date of request for alter ? 10/28/19

ALREADY HAVE OILER

Written - Issue penalty based from PPL Handbook

Manager
Date: 2/21

