



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_PK28471
NAME : Naparato, Rachel Capuz *Rachel Capuz*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : June 24, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	WRITTEN WARNING
Line/Shift:	<i>1st shift</i>
ACKNOWLEDGE BY:	<i>KATHERINE O. CABRERA</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 2/24/2020 to name: Naparato, Rachel Capuz

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 - Not using reference jig during taping

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_PK28471

FURUKAWA - Production Operator

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



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MEMORANDUM NO. HRADM

TO : 18_PK28471

NAME : Naparato, Rachel Capuz *R. Naparato*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 23-Jun-20

This refers to the alleged offense(s) you have committed at 24-Feb-20 to name: Naparato, Rachel Capuz

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

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NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK28471

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMT

Control No: FAIR A-2002-0697

Name: Naparato Rachel
Position: Associate
ID Number: 18 PK 28471
Batch No.: 291
Car Model/Line: Suzuki 15116

Process: Bukumi
Group/Shift: 11C-A
Date/ Time: Feb. 24, 2020 18:40
No. of Offense: 1
Superior Name: R. Gamboa

Audited By: _____
Checked by: _____
Noted By: _____

Non-compliance Reference/Document

Control Number:

FAIR-CL-PKMT-092

Details of Audit Findings:

Not following SOP
Not using reference jig during tapping

WRITTEN EXPLANATION

Ako po si Naparato Rachel C. na na Audit sa Kadahilanan
hindi ako nagamit ng reference Jig sa oras ng trabaho, delay na delay
po kasi ang Bukumi kaya nalimutan ko na po gumamit ng Jig.
Pananatilihin kona po ang pag-gamit ng reference Jig sa oras
ng trabaho. Upang maiwasan ang maling sukat.

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>Naparato Rachel</u>	<u>R. Gamboa</u>	<u>JWOTTE A. COMUETA</u>	<u>S. Hornilla</u>	<u>G. Cortada</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>March 27, 2020</u>	Date: <u>3-7-2020</u>	Date: <u>3-7-2020</u>	Date: <u>3/7/2020</u>	Date: <u>03-11-2020</u>