

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

ACKNOWLEDGEMENT FORM

COMMENTS/ ASSESMENT

No. Offense:

Int

WILITH WARNING

Line (Mizeuer V116 17

ACKNOWLEDGE BY:

MEMORANDUM NO. HRADM

TO

: 18 PK22023

NAME

Rivera, Jerome Tangonan .

**FROM** 

: PKIMT Management

SUBJECT

: Written Warning

No. of Offense

1st offense

DATE

March 16, 2021

This refers to the alleged offense(s) you have committed at

2/5/2021

to name:

Rivera, Jerome Tangonan

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:

Advance putting of markings

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:

DKIMT Management

Conforme:

**FURUKAWA - Production Operator** 

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

**I-ALERT WRITTEN EXPLANATION** Control No: #AIP- 1A. 2102 - 484 FAS K. Hernandez AGENCY mank que J.Reyes PKIMT Please Specify: Audited By: Checked by: Noted By: Jerome Rivera Name: Process: torque Position: associate Group/Shift: Non-compliance Reference/Document Control ID Number: Date/ Time: 18PK 2Q023 Feb. 9, 2021 4:50 Number: Batch No .: No. of Offense: operational Instruction Suzuki 701 5116 Car Model/Line: Superior Name: A · De Guzman **Details of Audit Findings:** advance putting of markings putting advance protector at hander WRITTEN EXPLANATION Dimension tambak 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). Cour nAZ Employee Supervisor n2-17-21 Date: 12-15-21 2.17.21 Date: