

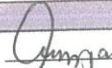




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK29990
NAME : Villalobos, Joshua Lanote 
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 2nd offense
DATE : February 23, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	
Line/Shift	5702 - A
ACKNOWLEDGE BY:	
MANAGER	 3.4.2021
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1/23/2021 to name: Villalobos, Joshua Lanote

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:

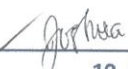
No good treatment of parts (Associate sitting on parts box with good connector)

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_PK29990

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

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FAS

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AGENCY

Please Specify: PKMT

Control No: FALP-1A-2161-438

<u>R. Genio</u>	<u>Echeandez</u> <u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Villalobos, Joshua
 Position: Associate
 ID Number: 10PK29096
 Batch No.: 254
 Car Model/Line: Suzuki V3T / 5104

Process: -
 Group/Shift: NS/A
 Date/ Time: January 23, 2021 / 12:24
 No. of Offense: 1st offense
 Superior Name: H. Sanchez / A. Coloma

Non-compliance Reference/Document

Control Number:

FALP -GL- PED- GP- 092

Details of Audit Findings:

No good treatment of parts

Associate conduct sitting on parts box, have connector inside. Remarks: Associate was from other

WRITTEN EXPLANATION

MC 5102

AW PD -1 Joshua L. Villalobos my CUD2 - ay
no audit wa kodsawlang amupo pa ako sa box
na may laman pa breaktime pa kas' yan
laman ko pa no-check tung may laman o
wala ang box.

REMARKS/ EVALUATION

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i-Alert written only

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Agency/FALP Written Only(based on handbook)

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Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Joshua</u> Employee Date: <u>19-09-21</u>	<u>Veronica</u> Jr Staff Date: <u>02-09-21</u>	<u>Kathy</u> Staff Date: <u>2-17-21</u>	<u>M. Torres</u> Supervisor Date: <u>2-17-2021</u>	<u>Amor</u> Manager Date: <u>2-17-2021</u>
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