



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 : 17_PK12202
NAME : Cabardo, May Ann A - *Handwritten initials*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st <i>Handwritten: n/written</i>
Line/Shift	5520 - 15
ACKNOWLEDGE BY:	
MANAGER	<i>Handwritten signature</i> 2/16
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12/17/2020 to name: Cabardo, May Ann Arellano

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 assembly process

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:

Handwritten signature
PKIMT Management

Conforme: *Handwritten signature*

17_PK12202

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2012-5691

☒ AGENCY

Please Specify: PRINT

<u>J. P. Pabzalan</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Cabardo, Mayann

Process: Assembly

Position: Associate

Group/Shift: NS/B

ID Number: 17PK12302

Date/ Time: Dec. 17, 2020 / 08:20

Non-compliance Reference/Document

Batch No.: 153

No. of Offense: First offense

Control Number: FALP-GL-PRD-GP-092

Car Model/Line: Suzuki YD115120

Superior Name: M. Ramos

Details of Audit Findings:

Not using reference jig during close taping in assembly process.
Remarks: Doing air working on process. Worn out gloves.

WRITTEN EXPLANATION

Ako po si May Ann Cabardo, kumakatawag ng pagmamano kung hindi ko pa napanood
ang k. p. hindi ko pa kare alam na yung jig na ginagamit para sa trabaho.

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>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>	<u>[Signature]</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>1-8-2021</u>	Date: <u>01-08-2020</u>	Date: <u>01-12-21</u>	Date: <u>01-14-21</u>	Date: <u>01/16/21</u>