



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 : 20_PK46167
NAME Galvez, Ma. Paula Bautista *Signature*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - WRITTEN WARNING
DATE	MARCH 21, 2021
MANAGER	<i>Signature</i> V. NOYES

This refers to the alleged offense(s) you have committed at **2/16/2021** to name: **Galvez, Ma. Paula Bautista**

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 location of wire

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*
20_PK46167

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: PKINT

Control No: FAP-1A-2102-913

<u>L. DeVila</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Galvez, Mo. Paulo

Process: Sub-Arry

Position: Associate

Group/Shift: NR-A

ID Number: 20PK46167

Date/ Time: Feb. 16, 2021, 10:40

Non-compliance Reference/Document

Control Number:

Batch No.: 349

No. of Offense: First offense

Car Model/Line: Suzuki YD1/5119

Superior Name: O. Espiritu

FAP-WI-PRD-SA-043

Details of Audit Findings:

No good location of wire.
subwire hanged on label jig in sub-arry process.

WRITTEN EXPLANATION

Hindi ko napo inahang ang subwire sa jig. Kapag inilap ko napo yang wire kong
0.3 bahayan ko nalang po siya na matalay. Pasensya napo hindi ko napo
uulitin.

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>Employee</u>	<u>Jr Staff</u>	<u>Staff</u>	<u>Supervisor</u>	<u>Manager</u>
Date: <u>2-24-21</u>	Date: <u>2-24-21</u>	Date: <u>2-24-21</u>	Date: <u>2/24/2021</u>	Date: <u>2/24</u>