



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_PK34695
NAME : Etang, Ruth Marie Grumo *[Signature]*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : 3/21/21021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st WRITTEN WARNING
PUNISHMENT	
MANAGER <i>[Signature]</i>	

This refers to the alleged offense(s) you have committed at **1/26/2021** to name: **Etang, Ruth Marie Grumo**

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:

Multiple picking of wires

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]*
19_PK34695

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKINT

Control No: FALP-1A-2101-457

<u>Suzala</u> J. Hernandez	<u>Schranitz</u> K. Hernandez	<u>JM</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Elong, Ruth Marie
Position: Associate
ID Number: MPK34095
Batch No.: 271
Car Model/Line: SUZUKI YDI / 5132

Process: sub-assy
Group/Shift: DC-B
Date/ Time: Jan. 26 2021 / 11:05
No. of Offense: first offence
Superior Name: D. Imperial

Non-compliance Reference/Document Control Number:

FALP-WI-PPD-SA-093

Details of Audit Findings:

Multiple picking of wire.
Associate conduct multiple picking of wire in sub assy process.
wire color: R, G and W

WRITTEN EXPLANATION

Ako po si Ruth Marie Elong nagawa ko po ang pagkakasalang iyon sapagkat kami po ay delay na ng mga oras na iyon wala na po kasi kaming (bater) na mailabas kaya pindagsabay sabay ko po ang pagkuha ng wire. Bolawa na lang po kasi kaming sub-assy kaya (mahirap) nagawa ko po iyon. (so susunod po ay di ko na po ulitin.

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> Employee Date: <u>02-20-21</u>	<u>J. Maning</u> Jr Staff Date: <u>02-20-21</u>	<u>M. V. [Signature]</u> Staff Date: <u>02-22-21</u>	<u>[Signature]</u> Supervisor Date: <u>02/22/21</u>	<u>[Signature]</u> Manager Date: <u>2/21/21</u>
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