



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_PK16441
NAME : Braza, Keyzel Obejer
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	14
m/h/kn	
Line/Shift	5520 - B
ACKNOWLEDGE BY:	
MANAGER	17/2/16
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/12/2021** to name: **Braza, Keyzel Obejera**

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:

Working during Break time.

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: KyBraza

17_PK16441

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRMT

Control No: TAMP-1A-2101-164

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

Name: Briza, Keyzel
 Position: Associate
 ID Number: 17216441
 Batch No.: 173
 Car Model/Line: Suzuki YB1520

Process: Grommet Insertion
 Group/Shift: NSA
 Date/ Time: Jan 12, 2021 / 01:05
 No. of Offense: First Offense
 Superior Name: M. Ramos

Non-compliance Reference/Document
 Control Number:

TAMP-GL-PRO-CP-092

Details of Audit Findings:

Working during break time
Dang grommet insertion during break time even the light is off.

WRITTEN EXPLANATION

Ako po si Keyzel Briza Nag-advance lang po ako ng yo kasi po delay kami
Kulang po kami sa sub. Matalaga ko na po ito ginagawa ngayon lang nyo ako audit

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>Keyzel Briza</u>	<u>M. Ramos</u>	<u>M. Ramos</u>	<u>P. D. Ramos</u>	<u>V. Ramos</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>01-13-21</u>	Date: <u>01-13-21</u>	Date: <u>01-14-21</u>	Date: <u>01-14-21</u>	Date: <u>01/14/21</u>