



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

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:	1st Verbal		
Line	5401 5170		
ACKNOWLEDGE BY:		V. Reyes	
MANAGER		Signature Over Printed name/ Date	

MEMORANDUM NO. HRADM

TO : 20_PK38925
NAME : Lunar, Jeric Reyes
FROM : PKIMT Management
SUBJECT : Verbal Warning
No. of Offense : 1st offense
DATE : April 17, 2021

This refers to the alleged offense(s) you have committed at **2/22/2021** to name: **Lunar, Jeric Reyes**

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 Manual Sub assy

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: 
20_PK38925

FURUKAWA - Production Operator

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




I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

 Please Specify: PKIMT

 Control No: FALP-A-2162-1019

 P. Higgins	 K. Hernandez	 J. Reyes
Audited By:	Checked by:	Noted By:

Name: Hinar, Jenic
 Position: Associate
 ID Number: 20PK38025
 Batch No.: 300
 Car Model/Line: Guzuki 750 Merge/5120

Process: Manual GMD-assy
 Group/Shift: DS-B
 Date/ Time: Feb. 22, 2021 / 1:10
 No. of Offense: 1st
 Superior Name: M. Ramon

Non-compliance Reference/Document Control Number:

FALP-WI-PRD-CA-043

Details of Audit Findings:

Not following SOP Remarks: have available gloves and finger cots
Associate not using gloves / finger cots during insertion of wire on conn. on manual sub

WRITTEN EXPLANATION

kakita pos ko lang ni magmamant kaya na tanggal ko po ang ating gloves at na pa insert na po ako
ng walong finger cots kaya po ako na audit

REMARKS/ EVALUATION

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
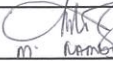

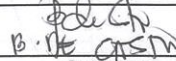
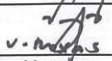
i-Alert written only

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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).

 Employee	 Jr Staff	 Staff	 Supervisor	 Manager
Date: <u>3-5-21</u>	Date: <u>3-5-21</u>	Date: <u>3-12-21</u>	Date: <u>3/10/21</u>	Date: <u>3/14/21</u>