



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 : 18_PK24456
NAME : Peñaflor, Laberlyn Sotero *Laberlyn*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : June 29, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
Written Warning	
Line/Shift	1st Shift
ACKNOWLEDGED BY	KATHERINE O. CARRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 5/29/2020 to name: Peñaflor, Laberlyn Sotero

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 Sub-Assy proocess

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]*
18_PK24456

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK24456
NAME : Peñaflor, Laberlyn Sotero *Laberlyn Sotero*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 0-Jan-00 *6/19/20*

This refers to the alleged offense(s) you have committed at 29-May-20 to name: Peñaflor, Laberlyn Sotero

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

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This is for your guidance and strict compliance.

NOTED BY:

gm
PKIMT Management

Conforme: *hmd*
18_PK24456

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PRINT

Control No: FALP-1A-2005-1117

Name: Pentafior Laverlyn
Position: Associate
ID Number: 8PK 24456
Batch No.: 218
Car Model/Line: Subaru 401/5120

Process: Sub assy
Group/Shift: 05-A
Date/ Time: May 29, 2020 / 8:20
No. of Offense: (1)
Superior Name: R. marasigan

Non-compliance Reference/Document
Control Number:

FALP- W1- RRD - (A-043)

Details of Audit Findings:

Not following SOP
Conduct advance insertion using 24456 on conn. QS- BF. GF. wire color: B, I, W.

WRITTEN EXPLANATION

Ako po si Laverlyn Pentafior ng 5120 ay nag ADVANCED sa connector na DS- BF GF wire color B, I, W /
Sapagkat po ng N.G po ang PC kula po agad pumataw ng PC kaya po insert po na po ung wire
mula rin po kasi kaming batter para hihilaan na lang po pag pinatay na ang wang-wang
ng PC.
Hindi nAPO ako maginsert ng wire o mag advanced habang nag wang-wang ang
PC. Ixusunad na po ako sa SOP

REMARKS/ EVALUATION

☐ i-Alert written only

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance.

<u>Laverlyn Pentafior</u> Employee Date: <u>06/08/2020</u>	<u>R. marasigan</u> Jr Staff Date: <u>6/8/20</u>	<u>1. CME</u> Staff Date: <u>6-8-2020</u>	<u>S. HERNANDEZ</u> Supervisor Date: <u>6-9-2020</u>	<u>Gerardo Cortesola</u> Manager Date: <u>06-11-2020</u>
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