



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 Sotero*
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:

PKIMT Management
PKIMT Management

Conforme: *Laberlyn Sotero*
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

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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)

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: PRINT

Control No: FALP-1A-2005-1117

<u>E. Arbez</u>	<u>J. Reyes/R. Hernandez</u>	<u>G. Magadia</u>
Audited By:	Checked by:	Noted By:

Name: Perafior Loberlyn
 Position: Associate
 ID Number: 8PK 24456
 Batch No.: 218
 Car Model/Line: Suavki 401/ 5120

Process: Gulo assy
 Group/Shift: DS-A
 Date/ Time: May 29, 2020 / 8:20
 No. of Offense: (5)
 Superior Name: R. marasigan

Non-compliance Reference/Document
 Control Number:

FALP- W1-PRD-CA-043

Details of Audit Findings:

Not following SOP

Conduct advance insertion during assembly on DS-A of wire color: B, I, W.

WRITTEN EXPLANATION

Ako po si Loberlyn Perafior ng 5120 ay nag ADVANCED sa connector na DS-A OF GF wire color B, I, W/
repackkat po ng NG po ang PC wala sa agad pumalay ng PC kaya po insert ko na po ung wire
wala rin po kasi kaming batter para hihilaan na lang po pag pinatay na ang wang-wang
ng PC.
Unahin nAPO ako maginsert ng wire o mag advanced habang nag wang-wang ang
PC. Ikinatol na po ako sa SOP

REMARKS/ EVALUATION

☐ i-Alert written only
☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

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

<u>Loberlyn Perafior</u>	<u>R. marasigan</u>	<u>1 UNIT</u>	<u>S. Hernandez</u>	<u>Perafior Loberlyn</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>06/08/2020</u>	Date: <u>6/8/20</u>	Date: <u>6-8-2020</u>	Date: <u>6-9-20 20</u>	Date: <u>06-11-2020</u>