



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_PK24832
NAME : Narito, GERALYN
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 16, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	167
2/16/21	
Line/Shift	VC7/6 - 16
ACKNOWLEDGE BY:	
MANAGER	2/17
Signature Over Printed Name/ Date	

This refers to the alleged offense(s) you have committed at 1/12/2021 to name: Narito, GERALYN

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:

No good filing of Checksheet in Bando Gun

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: 18_PK24832

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-2101-161

☒ AGENCY

Please Specify: PKIMT

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

Name: Narito GeraLyn

Process: Bukumi

Position: Associate

Group/Shift: NS-B

ID Number: 18PK24832

Date/ Time: Jan 12, 2021/09:50

Non-compliance Reference/Document

Batch No.: 221

No. of Offense: FIRST OFFENSE

Control Number:

Car Model/Line: Suzuki YD1 5716

Superior Name: A. De Guzman

FAP-W1-PRO-AP-101

Details of Audit Findings:

No good filling up of bandogun
Damage tension knob mark but ok on checksheet.

WRITTEN EXPLANATION

Ako po si GeraLyn Narito na audit sa kadalutang
Ng po tung knob mark ng aking band gun pero good po ang nakatagay
ay diko din po magad napansin ng ng ang knob mark ng band gun
sa around po ay Iche-check ko muna ang band gun at check
sheet pdsansa po po hindi na po nauulit para po e
mahanapod.

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>6/14/21</u>	<u>A. De Guzman</u> Jr Staff Date: <u>6/14/21</u>	<u>[Signature]</u> Staff Date: <u>1/16/21</u>	<u>[Signature]</u> Supervisor Date: <u>1/16/21</u>	<u>[Signature]</u> Manager Date: <u>1/18/21</u>
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