



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_PK27293
NAME : Luancing, Joana Marie *Jo Luancing*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : November 16, 2019

This refers to the alleged offense(s) you have committed at 10/22/2019 to name: Luancing, Joana Marie

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- Not using reference jig during option taping

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: *Jo Luancing*
18_PK27293

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
<i>Jo Luancing</i>	
Line/Shift	57107-A
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	



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MEMORANDUM NO. HRADM

TO : 18_PK27293
NAME : Luancing, Joana Marie *Luancing*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 16-Nov-19

This refers to the alleged offense(s) you have committed at 22-Oct-19 to name: Luancing, Joana Marie

Violation Offense I V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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NOTED BY:

[Signature]
PKIMT Management

Conforme: *Luancing*

18_PK27293

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1910-1932

☒ AGENCY

Please Specify: PKIMT

<u>C. PENALAN</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: LUANING, JOANMARIE
 Position: ASSOCIATE
 ID Number: 19-23293
 Batch No.: 233
 Car Model/Line: CUBASA 17109

Process: ECT / OPTION
 Group/Shift: NV 1A
 Date/ Time: 10/23/19 9:00 PM
 No. of Offense: 1st offense
 Superior Name: SHIELA MATO

Audit Findings: NOT FOLLOWING CDP

Details:

NOT USING REFERENCE JIG PURING ACTION

WRITTEN EXPLANATION

Im Joana Marie Luaning of 7109 na naidit for not using reference jig during option taping. There are several times lang po kani na taping both ends ~~from the~~ ng finitape ko ay hindi nag-aabot kaya po or gnd taping not to use the L jig para po matuhag ang tamang output.

Saranayin ko na po ang ating sarili na gomitin palage ang L Jig.

Remarks/ Evaluation:

Written

→ Jig should be checked

→ Any difficulty / abnormality must be reported to staff

Issue penalty based on FAIP Handbook

<u>Shuaning</u> Signature of Employee Date: <u>10-29-19</u>	<u>[Signature]</u> Jr Staff Date: <u>10-29-19</u>	<u>K. LARACUN</u> Staff Date: <u>10-29-19</u>	<u>[Signature]</u> Supervisor Date: <u>11/04/19</u>	<u>[Signature]</u> Manager Date: <u>11/5</u>
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OFFENSE: not following SOP

DATE: 11/16/19

WRITTEN EXPLANATION:

Kaya po hindi ko minsan ginagamit ang L Jig dahil nga po minsan ay hindi nagtatama ang both ends ng stu at end tape. At riguro po dahil narin po sa pagtatape ng Acry kaya minsan po ay sumorobra o nagkukulang. Mas madali rin po keri na makuha ko ang tamang sulat kung hindi ko gagamitin ang jig.

Countermeasure:

sa ngayon po ay ginagamit ko na ang jig at kung hindi nagtatama ang sulat pinaparepair ko na lang po sa aming Jr. Sta

Soluaning
JUAN MARIE WANGGUE / 11/16/19

Signature over Printed Name / Line

> no problem with the L Jig. Jhi