

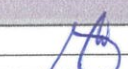


Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines

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

MEMORANDUM NO. HRADM

TO : 20_PK38780
NAME : Ramos, Shaira Joy Padilla
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 16, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	11/11/21
Line/Shift	S401 Initial-B
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/26/2021** to name: **Ramos, Shaira Joy Padilla**

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:

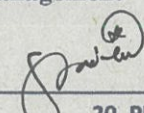
Too much setting of wire on downspout

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 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_PK38780

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2161-460

☒ AGENCY

Please Specify: PKMT

<u>for dupont</u> <u>J. Masapoi</u>	<u>Concepcion</u> <u>K. Hernandez</u>	<u>JP</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Ramos Chaira Joy

Process: wire setter

Position: associate

Group/Shift: Dr-B

ID Number: 209K88780

Date/ Time: Jan. 26 2021 / 09:20

Batch No.: 899

No. of Offense: First Offense

Car Model/Line: Suzuki 4DI / initial

Superior Name: J. Hornilla

Non-compliance Reference/Document

Control Number:

FALP-WI-PRD-SA-6413

Details of Audit Findings:

Too much setting of wire in sub Assy downspout
Ok: 85 sets / 1 kanban only Actual: 88 sets / 2 kanban

WRITTEN EXPLANATION

Ko po si Chaira Joy P. Ramos ay naging "Too much setting of wire". Start palang ng shift, pagdating ko sa line, tanawin nila ng tanaw, expect ko na po iya, kasi marami sila ng nakakapag start, unlike sa amin. Tumawag yung isang operator, kinuha ko na prehang yung wire na ginagamit nito na lila na green at lila na yellow. Binabang po pala ang kanyang mga wire. Ni ko narin po nabibang ang tira sa downspout, at dahil nga po delay na ako, at para hindi ko na ibalik ang wire, ay diret ko na rin po. Ang pagtak madali ko po dapat po ang binibang ko madang tira ng mada downspout.

Idag paumanhin nyo po ang aking nagawa. Natatapat po kasi ako na bakla tungat ang line.

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>Ramos Chaira Joy P.</u> <u>frut</u>	<u>J. Hornilla</u> <u>J. Hornilla</u>	<u>J. Masapoi</u> <u>J. Masapoi</u>	<u>J. Hernandez</u> <u>J. Hernandez</u>	<u>J. Reyes</u> <u>J. Reyes</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>01-29-21</u>	Date: <u>01-29-21</u>	Date: <u>01-29-21</u>	Date: <u>01-29-21</u>	Date: <u>01-29-21</u>