



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 : 19\_PK32536

NAME : Candor, Dayrine Piñero, *Dayrine*

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : 1st Offense

DATE : February 6, 2020

This refers to the alleged offense(s) you have committed at 1/11/2020 to name: Candor, Dayrine Piñero

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 Stop-Call-Wait**

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: *Dayrine*  
19\_PK32536

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>Act - written</i> <i>NTM</i>
Line/Shift	<i>Production No. 13</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date



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

**MEMORANDUM NO. HRADM**

TO : 19\_PK32536

NAME : Candor, Dayrine Piñero */Dandog*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 5-Feb-20

This refers to the alleged offense(s) you have committed at 11-Jan-20 to name: Candor, Dayrine Piñero

Violation Offense | V

**OFFENSES AGAINST COMPANY INTEREST**

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This is for your guidance and strict compliance.

NOTED BY:

*Gleves*  
PKIMT Management

Conforme:

*/Dandog*  
19\_PK32536

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKMIR

Control No: #AIP-19-200-0055

<u>J. Mangosing</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Candor Payrine

Position: Associate

ID Number: 10PK 32536

Batch No.: 263

Car Model/Line: Subaru 1102

Process: Assembly

Group/Shift: 05-13

Date/Time: Jan. 11, 2020 / 10:05

No. of Offense: 1

Superior Name: A. Puig

Reference: FAP-KI-PD-18006

## Details of Audit Findings:

Not following stop call wait  
key associate directly return the excess parts to parts distributor.

## WRITTEN EXPLANATION

Ako po si Dayrine Candor ng 7102 na nag audit na nag abot sa parts  
ng excess parts ipagmamambin po ninyo sa pakat hindi ko po alam  
na kailal po ang ganung ganung. Hindi ko n lng po nalita ng mga  
lng po ako ng alam o lng Jr. Staff.

## REMARKS/ EVALUATION

☒ i-Alert Explanation Only

☒ Agency/FALP Written Explanation Only (based from handbook)

☐ Need day/s suspension(based from Handbook & Memo for Major Non-Compliance)

DCandor

Signature of Employee  
Date: 01-18-2020

[Signature]

Jr. Staff  
Date: 01-18-2020

[Signature]

Staff  
Date: 01-18-2020

[Signature]

Supervisor  
Date: 1/19

[Signature]

Manager  
Date: 1/24

*Why? We have  
rule for this one.*