



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\_PK38648  
**NAME** : *Gadoc, Jason Sta Rosa*  
**FROM** : PKIMT Management  
**SUBJECT** : Written Warning  
**No. of Offense** : 1st offense  
**DATE** : March 4, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
<i>Written</i>	
Line/Shift	T20 - 11/27/20
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **11/25/2020** to name: **Gadoc, Jason Sta Rosa**

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 daily checksheet in sub assy process

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: *[Signature]*  
**20\_PK38648**

**FURUKAWA - Production Operator**

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

 Please Specify: PRINII

 Control No: FALP-18-2011-5195

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

Name: Jason Gadoe  
 Position: Associate  
 ID Number: 20PK88648  
 Batch No.: 208  
 Car Model/Line: Honda KRA/9th 0130

Process: Sub assy  
 Group/Shift: D8-B  
 Date/ Time: NOV. 25, 2020 / 9.45  
 No. of Offense: 1st  
 Superior Name: H. Tahamid / R. Vergara

 Non-compliance Reference/Document  
Control Number:

## Details of Audit Findings:

but still marks good on check sheet, Remarks: no good filling up of daily check sheet send probe pin on loan. Aug SB-2F-B  
Not applicable of running product.

## WRITTEN EXPLANATION

1.224. PAMAMAKIN PO AYANG KONG DITO NA CHECK NG MANGGAGANAP YONG LALAKAY NA  
KANGA DITO NA PANGINA NA BINAG NA PAKI UNY ISANG PIN PANGSINAGAL PO AY  
AY CHECKA TO PO SAO NA AYOS KALUNA KANUN DAPY MASIGURO NG LALAKAY  
LALAKAY NG T8 J16.

## 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>Jason Gadoe</u>	<u>G. Reyes</u>	<u>T. SABLAKUNO</u>	<u>20PK88648</u>	<u>R</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>12-15-2020</u>	Date: <u>12-15-20</u>	Date: _____	Date: <u>1/4/21</u>	Date: _____