



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\_PK30727

NAME : Acuña, James Macatangay *James Macatangay*

FROM : PKIMT Management

SUBJECT : Written Warning

of Offense : 1st offense

DATE : March 14, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
Line/Shift	H 3M9-1
ACKNOWLEDGE BY:	
MANAGER	<i>Handwritten signature</i> 5-11
Signature (over Printed name/ Date)	

This refers to the alleged offense(s) you have committed at 1/23/2020 to name: Acuña, James Macatangay

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 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:

*Handwritten signature*  
PKIMT Management

Conforme: *Handwritten signature*  
19\_PK30727

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PRINT

Control No: FAIP-IA-2001-0226

Name: Acuña James  
Position: Associate  
ID Number: 19-PR30727  
Batch No.: 256  
Car Model/Line: Honda / 319

Process: Sub ASSY  
Group/Shift: DS-A  
Date/ Time: January 23, 2020 / 0935  
No. of Offense: First offense  
Superior Name: m. castro

<u>J. Reyes/K. Hernandez</u> Audited By:	<u>G. Magadia</u> Checked by:	<u>G. Magadia</u> Noted By:
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Non-compliance Reference/Document

Control Number:

FAIP-GL-PRD-GR-092

## Details of Audit Findings:

Not following SOP  
Conduct pressing of checker jig of grommet using index finger.

## WRITTEN EXPLANATION

Pasensaya na po hindi ko naman po sinasagay ang pagkakamali ko  
nagkita lang naman po delay po ako pero damihin ko  
mahirap naman po talaga magpass ng checker jig ipinakita ko  
naman po sa kanila na mahirap talaga ang kasamaan haman  
po talaga hindi ko na confirm sa JR-STAFF na mahirap  
magpass na checker jig sorry po sa susunod po papalain  
ko na po sa JR-STAFF AT sa susunod po din po  
hindi ko na po ulit ulitin: Sana naman po mangiwan po ninyo ako  
promise po hindi hindi ko na po ulit - ulitin. po salamat po.

## 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>James M. Acuña</u> Employee Date: <u>02-05-20</u>	<u>Manilyn Castro</u> Jr Staff Date: <u>02/05/20</u>	<u>for. L. MACARAIG</u> Staff Date: <u>02/05/20</u>	<u>2/13/20</u> Supervisor Date: <u>2/13/20</u>	<u>[Signature]</u> Manager Date: _____
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