




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\_PK43847  
**NAME** : Lacerna, Bernadeth E  
**FROM** : PKIMT Management  
**SUBJECT** : Written Warning  
**No. of Offense** : 1st offense  
**DATE** : February 15, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
Line/Shift	D0/L 2/12 - R
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 1/5/2021 to name: Lacerna, Bernadeth Beguia

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 Minor defect Rule  
Associate did not fill up minor defect checksheet at dimension 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:**

  
PKIMT Management

Conforme:   
20\_PK43847

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PLINT

Control No: FALP-18-2101-011

<u>M. Cascina</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Bernadeth Lacerna  
 Position: Associate  
 ID Number: 200643847  
 Batch No.: 328  
 Car Model/Line: DAIHATSU DOL 1212

Process: DIMENSION  
 Group/Shift: NS-B  
 Date/ Time: JANUARY 5, 2021/10:15  
 No. of Offense: 1st offense  
 Superior Name: M. Ovda

Non-compliance Reference/Document  
 Control Number:

FALP-WI-PLD-1P-044

Details of Audit Findings: NOT FOLLOWING MINOR DEFECT RULE - DID NOT FILL UP MINOR DEFECT CHECKSHEET AT DIMENSION PROCESS.

## WRITTEN EXPLANATION

Wala po kaming i-ki na cut pa, kaya di pa kami nahinge ng minor defect checksheet pasenxla po. Sakto naman po na naghahanap ang i-alert ng minor defect form ng time na yun pero kasalukuyan pa lang nakuha ang aming Jr Staff.

## 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>[Signature]</u> Employee Date: <u>Jan 8 21</u>	<u>[Signature]</u> Jr Staff Date: <u>1-8-21</u>	<u>[Signature]</u> Staff	<u>[Signature]</u> Supervisor Date: <u>01-08-21</u>	<u>[Signature]</u> Manager
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