



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 : 18\_PK27960  
NAME : Mercano, Aimie Pupa *A. Mercano*  
FROM : PKIMT Management  
SUBJECT : Written Warning  
No. of Offense : 1st offense  
DATE : December 2, 2019

This refers to the alleged offense(s) you have committed at 10/28/2019 to name: Mercano, Aimie Pupa

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-Not using COT jig during attachment of NCOT**

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]*  
18\_PK27960

FURUKAWA - Production Operator

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

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>10</i>
<i>Written</i>	
Line/Shift	<i>57106 /A</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	





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

**MEMORANDUM NO. HRADM**

TO : 18\_PK27960  
NAME : Mercano, Aimie Pupa *A. M. M.*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 27-Nov-19

This refers to the alleged offense(s) you have committed at 28-Oct-19 to name: Mercano, Aimie Pupa

**Violation Offense I V**

Section No. 10

**OFFENSES AGAINST COMPANY INTEREST**

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This is for your guidance and strict compliance.

NOTED BY:

*[Signature]*  
PKIMT Management

Conforme:

*A. M. M.*

18\_PK27960

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-1910-2016

☒ AGENCY

Please Specify: PKIMT

<u>J. Vergara</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Mercano, Aimie  
Position: Associate  
ID Number: 18PK27960  
Batch No.: 237  
Car Model/Line: Subaru GC7/7106

Process: Assembly Process  
Group/Shift: NS/N  
Date/ Time: Oct. 28, 2019/08:55  
No. of Offense: 1st offense  
Superior Name: Florentina Vergara

Audit Findings: Not following SOP

Details:

Not using COT jig during attachment of VCOI.

## WRITTEN EXPLANATION

Iko po si Aimie Mercano na audit nang Oct 28, 2019 / Monday sa kadahilananig di ko pag-gamit ng COT jig na paglalagay ng COT dahil sa oras na yun ako po ay delay na at wala din po akong makita na COT jig. Sa lagayan kare lang karon karon po ito nilalagay ng kabilang shift.

Ako po humingi ng gawansa na paghindi sumal sa SOP. kaya arundel di kung ito ulitin at di na mangyari ulit salamat po.

## Remarks/ Evaluation:

Written - Issue penalty based from hand book

<u>J. Vergara</u> Signature of Employee Date: <u>11-08-19</u>	<u>J. Vergara</u> Jr Staff Date: <u>11-08-19</u>	<u>J. Vergara</u> Staff Date: <u>11-08-19</u>	<u>gh</u> Supervisor Date: <u>11/19</u>	<u>gh</u> Manager Date: <u>11/19</u>
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gh 11/23