



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_PK39762 *Lydelyn*
NAME : Baes, Lydelyn Agapay
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : September 30, 2020

This refers to the alleged offense(s) you have committed at 8/19/2020 to name: Baes, Lydelyn Agapay

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

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:

Isaac
PKIMT Management

Conforme: *Lydelyn*
20_PK39762

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>Act</i> <i>WRITTEN WARNING</i>
Line/Shift	<i>D01L 2117</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date



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_PK39762 *Jyadym*
NAME : Baes, Lydelyn Agapay
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 29-Sep-20

This refers to the alleged offense(s) you have committed at 19-Aug-20 to name: Baes, Lydelyn Agapay

Violation Offense] V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

Jyadym
PKIMT Management

Conforme: *Lydelyn*
20_PK39762

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: DKMT

Control No: FALP-IA-2008-1211

Name: Baes, Lydelyn
Position: Associate
ID Number: 20PK30762
Batch No.: 309
Car Model/Line: Daimatsu post/21A

Process: option
Group/Shift: NC-B
Date/ Time: Aug. 19, 2020 / 12:25
No. of Offense: 1st
Superior Name: E. Azucena

K. Hernandez
K. Hernandez

Audited By:

Checked by:

J. Reyes
J. Reyes

Noted By:

Non-compliance Reference/Document

Control Number:

FALP-WI-OCA-OT-256

Details of Audit Findings:

Not following SOP

Did not use matrix on option process Remarks: Use different tape on each option

WRITTEN EXPLANATION

Also po si Lydelyn Baes ng hindi ginagamit ang option holder tape ng
option sa katunayan po ay hindi ko po alam na yun ko pala
ang standard at purpose ng tape holder na yun. Ngayon po ay
alam ko na at ginagamit ko na ang tape holder at standard na
po ang ginagamit ko.

-why you don't know hindi ba tuman sa TC?

SV please attach explanation
of member regarding my question.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FALP Written Only(based on handbook)

☒ Need date/s suspension(based from handbook & Memo for Major Non-compliance).

<u>[Signature]</u> Employee Date: <u>08-24-2020</u>	<u>[Signature]</u> Jr Staff Date: <u>8-24-20</u>	<u>[Signature]</u> Staff Date: <u>8-24-20</u>	<u>[Signature]</u> Supervisor Date: <u>8/24/2020</u>	<u>[Signature]</u> Manager Date: _____
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