






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\_PK32332  
**NAME** : Lopez, Jonel Gutierrez ✓   
**FROM** : PKIMT Management  
**SUBJECT** : Written Warning  
**No. of Offense** : 1st offense  
**DATE** : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	Written
	
Line/Shift	Subarn Initial
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/31/2021 to name: Lopez, Jonel Gutierrez

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 location of applicator when not in use

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:   
19\_PK32332

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2010-4709

☒ AGENCY

Please Specify: PKMT

<u>R. Mangirez</u>	<u>R. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Lopez, Jonel  
 Position: Associate  
 ID Number: 19PK82332  
 Batch No.: 262  
 Car Model/Line: Subaru GC7/Initial

Process: Auto Crimping/TRD 211  
 Group/Shift: NS- A  
 Date/ Time: October 31, 2020/06:33  
 No. of Offense: 1st offense  
 Superior Name: C. Marasigan

Non-compliance Reference/Document  
 Control Number:

FALP-WI-ENG-CC-008

## Details of Audit Findings:

Remarks: No good location of applicator when not in used.  
Applicator placed inside the machine during running.

## WRITTEN EXPLANATION

Ako si Jonel Lopez ay GC7 Subaru initial ay nag-audit ngay oct. 31-2020  
 kasi hindi ko po alam na banal ang nakalagay and end feed applicator sa  
 loob ng machine. Kasi nag-start pa lang po ako sa Subaru ay  
 gaganan pa po lagi ang tapang ng applicator sa loob ng machine kaya  
 sikata ko po ay good lang po yun. at sa tagal na  
 po na nag-audit ang i-alert nung lang po sila nag-audit ng  
 gaganan ay matagal na po yung nakalagay nung.

## 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>LOPEZ, JONEL C.</u>		<u>E. H. L. L. L.</u>	<u>gfh</u>	<u>Phed</u>
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>2020-11-25</u>	Date: _____	Date: <u>11-09-21</u>	Date: <u>01/11/21</u>	Date: <u>01/12/2021</u>