



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_PK27855
NAME : Mendoza, Noriel Barbosa
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 2nd Offense
DATE : March 16, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd
	<u>Written</u>
Line/Shift	55116 - B
ACKNOWLEDGE BY:	
MANAGER	<u>[Signature]</u>
Signature over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 3/3/2020 to name: Mendoza, Noriel Barbosa

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 Shiage 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:

[Signature]
PKIMT Management

Conforme: [Signature]
18_PK27855

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PKIMI

Control No: FAIP - 1A 2003-0794

Name: Mendoza, Noriel
Position: Associate
ID Number: 16PK27855
Batch No.: 239
Car Model/Line: Suzuki 150v

Process: Shiage Process
Group/Shift: DS12
Date/ Time: March 2, 2020/4:10
No. of Offense: 1st Offense
Superior Name: D. Rocafort

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

FAIP-W1-ME1-BC-192
Band Tightener

Details of Audit Findings: No good digital setting of handgun 5, but good in checksheet
Good value: 3 to 4 Actual range: 4.9 (almost 5)

WRITTEN EXPLANATION

Di ko po pupansin na 4-9 ang digital setting ng bandgun kase po lagi po naka 4
ang Digital setting ng bandgun. Di ko lang po alam kung naka 4-9 un

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>03/06/2020</u>	<u>[Signature]</u> Jr Staff Date: <u>03/06/2020</u>	<u>[Signature]</u> Staff Date: <u>03/07/2020</u>	<u>[Signature]</u> Supervisor Date: <u>03-07-2020</u>	<u>[Signature]</u> Manager Date: <u>03-08-2020</u>
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