



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\_PK26769  
**NAME** : Rosales, Ana Meliza Francisco  
**FROM** : PKIMT Management  
**SUBJECT** : Written Warning  
**No. of Offense** : 1st offense  
**DATE** : March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - WRITTEN WARNING
DATE	MARCH 21, 2021
MANAGER	V. M. S. S.

This refers to the alleged offense(s) you have committed at **1/27/2021** to name: **Rosales, Ana Meliza Francisco**

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 matrix box for option tape in option 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\_PK26769

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-2101-143

☒ AGENCY

Please Specify: PKIMT

For <u>J. Masapoi</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Rodoks Ana Meliza

Process: Option

Position: Associate

Group/Shift: NS-B

ID Number: 18PR26769

Date/ Time: Jan 12 2021/11:15

Non-compliance Reference/Document  
Control Number:

Batch No.: 230

No. of Offense: First Offense

Car Model/Line: Suzuki YDI 519

Superior Name: M. De Chavez

FALP-WI-BCA-DT-256

## Details of Audit Findings:

Not Following SOP  
Not using provide matrix box for option tape in option process.

## WRITTEN EXPLANATION

maudit po ako dahil di ko po kagamit ang seg. 4 kasi po nahihirapan po  
ako kasi mung-ta lang po ako sa partion ko kaso na po pagtambala po ako.  
Matagal ko na din po kasi nirequest ung lagayan po ng slit tape white.  
counter measure:  
kahit nahihirapan po ako gagamitin ko na po ang seg. box 4 para po di  
na ako maaudit

## 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>Ana Meliza Morales</u> Employee Date: <u>02/26/21</u>	<u>M. De Chavez</u> Jr. Staff Date: <u>02/26/21</u>	<u>C. BILLO</u> Staff Date: <u>02-20-21</u>	<u>B. De Castro</u> Supervisor Date: <u>2/19/21</u>	<u>V. Reyes</u> Manager Date: <u>2/24/21</u>
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