



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_PK34111
NAME : Manalo, Felecidad Tolentino
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : January 25, 2020

| PKIMT ACKNOWLEDGEMENT FORM | |
|-----------------------------------|--------------------|
| COMMENTS/ ASSESMENT | |
| No. Offense: | 157 |
| Line/Shift | Smali / initial SB |
| ACKNOWLEDGE BY: | Manalo |
| MANAGER | KARLINA 1/29/2020 |
| Signature Over Printed name/ Date | |

This refers to the alleged offense(s) you have committed at 11/12/2019 to name: Manalo, Felecidad Tolentino

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 Manual Crimping

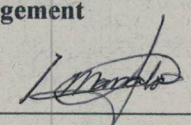
You are hereby given 5 days upon receipt of this letter to explain in writing why you should not be given a disciplinary action for such offense. Failure to comply would mean you voluntarily waive your right to due process and the company has no recourse but to implement the penalty provided for based in our company rules and regulations.

This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management

Conforme:


19_PK34111

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FAIP-1A-1911-3047

☒

AGENCY

Please Specify: PKINT

| | |
|----------------------|-------------------|
| <u>R.A. Manjarez</u> | <u>G. Magadia</u> |
| Audited By: | Noted By: |

Name: Manalo, Felicidad
 Position: Associate
 ID Number: 19-PK34111
 Batch No.: 269
 Car Model/Line: Suzuki Initial

Process: manual crimping
 Group/Shift: N/B
 Date/Time: 11-12-19 / 4:10 am
 No. of Offense: 1st offense
 Superior Name: K. Onda

Audit Findings: NOT following VOP

Details:

Did not conduct boarding

WRITTEN EXPLANATION

Hindi po ako natapagbarcode kase akala ko ay
 natapagbarcode ko na yung ginagawa ko. Hindi ko napansin na yung
 ginawa ko lang huli ang natapagbarcode ko. Dala lang po ng
 sobrang pagmamadali dahil sa priority yung wire na ginagawa.

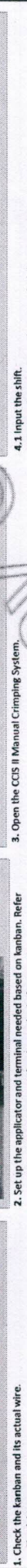
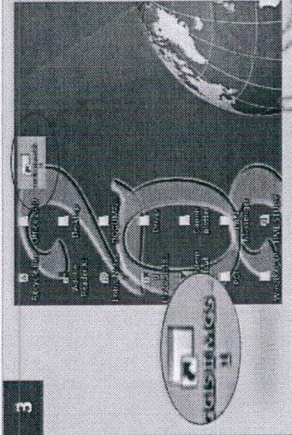
Remarks/ Evaluation:

Issue penalty based from PUP Handbook

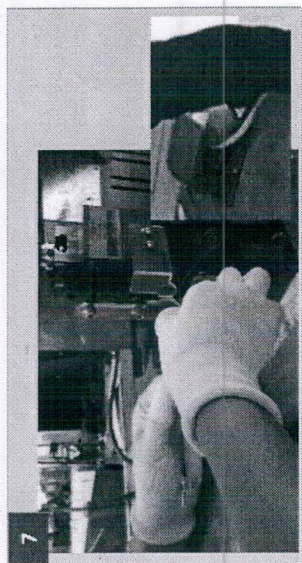
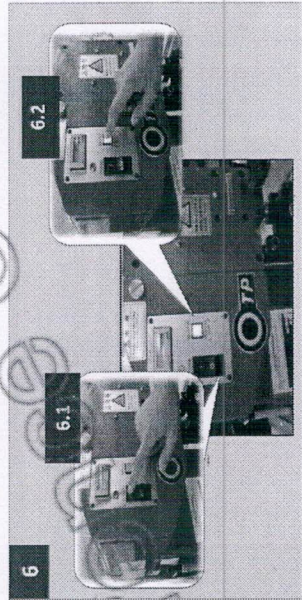
| | | | | |
|---|---|--|---|--|
| <u>Manalo</u> Signature of Employee Date: <u>19/11/27</u> | <u>Chloe</u> Jr Staff Date: <u>11/27/19</u> | <u>1. Onda</u> Staff Date: <u>11-27-2019</u> | <u>A. J. Jimenez</u> Supervisor Date: <u>11-27-2019</u> | <u>he</u> Manager Date: <u>12/9/19</u> |
|---|---|--|---|--|

| | | | | |
|----------------|---------------|------------------|-------------------|--------|
| DOCUMENT NO.: | REVISION NO.: | WORK INSTRUCTION | PAGE NO.: | 1 OF 3 |
| DOCUMENT TYPE: | | | EFFECTIVITY DATE: | |

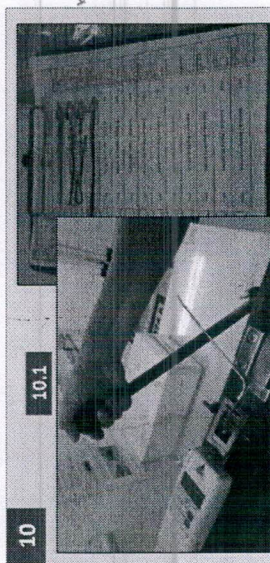
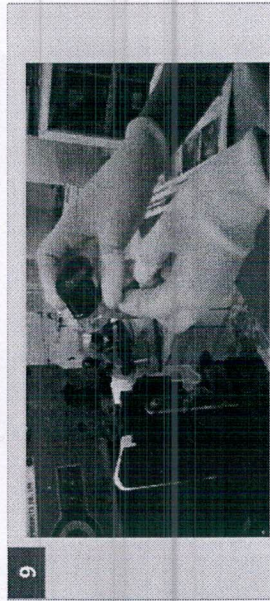
| | | | |
|---|---|---|---|
| | | | |
|---|---|---|---|



-



-



- This document was electronically approved, signature not required.*