



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_PK25821
NAME : Inocencio, Jackelyn Matibag
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : March 21, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st WRITTEN WARNING
	PKM 3/25/21
	D2104
MANAGER	

This refers to the alleged offense(s) you have committed at **1/28/2021** to name: **Inocencio, Jackelyn Matibag**

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 filing of Daily checksheet

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:

18_PK25821

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION



FAS



AGENCY

Please Specify: PKINT

Control No: FMMD-1A-2101-528

For: <u>Officer</u> <u>M. Malabanan</u>	<u>Commanding</u> <u>K. Hernandez</u>	<u>Officer</u> <u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Inocencio, Jackelyn

Process: EOT

Position: Associate

Group/Shift: Dr-B

ID Number: 18PK25821

Date/ Time: Jan-28, 2021/ 10:45

Non-compliance Reference/Document Control Number:

Batch No.: 227

No. of Offense: First offense

Car Model/Line: Daihatsu Old / 2104

Superior Name: L. Javier

FMMD-WI-PRD-CI-058

Details of Audit Findings: No good Filling up of daily checksheet

Damaged lever cap on checker, i.e. but mark as ok on checksheet.

Continuity Test board (continuity tester)
Daily Inspection Record

WRITTEN EXPLANATION

Nakamitake lang po kung ng board. Hindi po po ako nakakapagallaga ng checksheet
pala po sa product na yun. Ang binigay ko naman pang checksheet ay para sa door sa
naunang product. Marami po kasi nalagay ang lever cap pag nakaite po ang board.

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>Inocencio, Jackelyn</u>	<u>M. Malabanan</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>	<u>L. Javier</u>
Employee	Jr. Staff	Staff	Supervisor	Manager
Date: <u>2/19/21</u>	Date: <u>2/19/21</u>	Date: <u>2/19/21</u>	Date: <u>2/19/21</u>	Date: <u>2/26/21</u>