

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 PK27054

NAME

Egamen, Angel Borromeo@

FROM

: PKIMT Management

SUBJECT

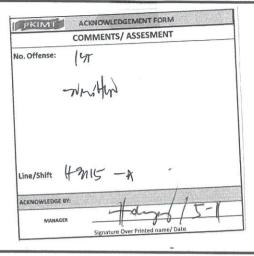
: Written Warning

No. of Offense

1st Offense

DATE

March 14, 2020



This refers to the alleged offense(s) you have committed at

1/24/2020

to name:

Egamen, Angel Borromeo

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 Stop call & wait when encountered lacking parts in Assy

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 PK27054

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION Control No: FALP-14- 2001 014 FAS R.au on J. Reves/K. Nernandez AGENCY G. Magadia Please Specify: PKIMT Audited By: Checked by: Noted By: Name: Abamen, Antel Process: Position: Associate Group/Shift: Non-compliance Reference Document Control Number: ID Number: Date/ Time: 18-PK27054 January 24,2020/6:4 Batch No.: No. of Offense: FAIP- INI- PRD - 1600U Car Model/Line: Hondal 315 Superior Name: R. Ramos Details of Audit Findings: Hel Aslaving STOP, CALL and NAIT Pit not call the attention WRITTEN EXPLANATION party sy hadahilanan pong naka porton din po nin si Expert mag-abod na naman po alam na pade iabot kay expert and parts al and mag-aabot kay operator na nating na miching parts bilona long pouvitin at key would know and po iacbox sus so and magrabor La national pasmantin to talaga. **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. A -vergeing

Supervisor

0-11-2070

Date:

Manager

Date:

Employee

Date:

Date: 01-23-19