



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_PK33638
NAME : Manalo, Lanie Tapalla - *Yanudo*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : September 29, 2020

This refers to the alleged offense(s) you have committed at 9/2/2020 to name: Manalo, Lanie Tapalla

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 assembly process (Multiple picking of parts during 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:

gn
PKIMT Management

Conforme:

Yanudo
19_PK33638

FURUKAWA - Production Operator

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

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st offence w. warning
Line/Shift	Handg Hrg - 3/30
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: PILINT

Control No: FAIP 1A-2009 2190

<u>fr</u> <u>M. Panaranda</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Lanie Manalo
Position: ASSEMBLER
ID Number: 10013338
Batch No.: 818
Car Model/Line: Honda TRX 1300

Process: assembly Process
Group/Shift: 5th
Date/ Time: Sept 2 2020 13:00
No. of Offense: 1st Offense
Superior Name: E. Masdud

Non-compliance Reference/Document
Control Number:

FAIP - W- PRD. AP -101

Details of Audit Findings:

Not following sup. multiple picking of clamp during process.

WRITTEN EXPLANATION

Ako po si Lanie Manalo na Honda Engine ay na audit go. wala po
sa clamp ay napaasabay ko po kuni ang magkambang clamp nagamit ko po
iyon kasi po delay na po ako sorry po sa susunod po ay bihi kung
po ulitin kahi delay po ako

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>Lanie</u> Employee Date: <u>9/5/20</u>	<u>M. Masdud</u> Jr Staff Date: <u>9/7/20</u>	<u>X. De Torres</u> Staff Date: <u>9/7/20</u>	<u>3rd</u> Supervisor Date: <u>9/8/20</u>	<u>N</u> Manager Date: _____
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