

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 PK27855

NAME

Mendoza, Noriel Barbosa

FROM

: PKIMT Management

SUBJECT

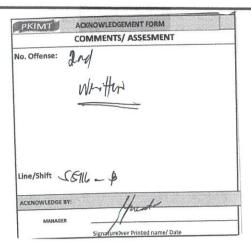
: Written Warning

No. of Offense

2nd Offense

DATE

March 16, 2020



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

3/3/2020

to name:

Mendoza, Noriel Barbosa

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 Shiage 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:

PKIMT Management

Conforme:

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

FAS		*	Control No:	FAIP - 117 2003 -0794
AGENCY Please Specify: PL (M)		M. Calamo Audited By:	Checked by:	6 Magadia Noted By:
Name: Mendora Nortel Position: Accord Nortel ID Number: ISPR7855 Batch No.: 239 Car Model/Line: Suzuki I SIIV Details of Audit Finding Good Value: 3	Group/Shift: Date/ Time: No. of Offense: Superior Name:	Shiage Process DS R March 2, 7020/4'do 15 Offense 0 Rocafort setting of bandigyn 5 nge 4, 9 (almost 5)	Non-complete	iance Reference/Document Control Number: ME1 - B.C-192 Tightmer
WRITTEN EXPLANATION				
Di ko po papansin na ci	-9 ung pigital si			naka 4
ung Digital setting ng bandgun. Di ko lang po alam kung naka 1-9 Un.				
	r 0			
- ,			-	
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).				
Varilety	pool.	This	B DE OSTIN	/ Catala
Date: 63 106 2020 Da	/ Jr Staff te: <u>Q3/O4 /2020</u>	Date: 2/2/2020	Supervisor Date: クラールル	/ Manager Date: <u>63 - 08 - 2020</u>