
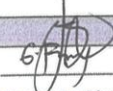




Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, FPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK11580
NAME : Aracha, Shairra Mae
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : February 15, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
 Supervisor	
Line/Shift	DOL 2/13
ACKNOWLEDGE BY:	
MANAGER	 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **1/6/2021** to name: **Aracha, Shairra Mae De Vera**

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 Option taping (Not using Matrix box during option 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: 
17_PK11580

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify:

PRINT

Control No: FAIR-WA 2101-032

<i>m. Peraranda</i>	<i>K. Hernandez</i>	<i>J. Reyes</i>
Audited By:	Checked by:	Noted By:

Name: Aracha, Shairra

Position: associate

ID Number: 19PR11980

Batch No.: 151

Car Model/Line: Daihatsu 2021/ 2113

Process: option

Group/Shift: NS-B

Date/ Time: Jan - 6, 2020 / 12:55

No. of Offense: 19

Superior Name: J. Selloso

Non-compliance Reference/Document

Control Number:

FAIR-W1-QCA-01-256

Details of Audit Findings:

process Remarks: Not using matrix box, associate did not use matrix box during option
audited last 01-05-21

WRITTEN EXPLANATION

Ako po si Shairra Mae Aracha ng 2109 na audit po ako sa line 2113 dahil nagreport po ako (ay) ng Option - hindi ko po nasagad ang matrix kadi pandakdang two po yan at di ko po alam ang pagkakatamad stand ng type isa sequence kasi support lang ako dun. late na din po na open sa kina ng Jr-staff.

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).

<i>[Signature]</i> Employee Date: <u>1-8-2021</u>	<i>[Signature]</i> Jr Staff Date: <u>1-8-2021</u>	<i>[Signature]</i> Staff Date: <u>1-8-2021</u>	<i>[Signature]</i> Supervisor Date: <u>01-08-21</u>	<i>[Signature]</i> Manager Date: <u>1/16/2021</u>
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