# D5-A:
# Securing Manpower

| Approved by: | Confirmed by: | Prepared by: |
|---|---|---|
| P. Bautista | L. Tan | J. Lambit |
| PE Manager | PE SPV | PE Engineer |

Rev.00

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# ① Purpose of “Securing Manpower”

## Purpose

**To secure and train personnel in a planned manner to respond to fluctuations in production plans.**

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# ② Rule for taking leave

**# 1**

## Have a **rule** regarding **taking a leave.**

**To allow it after checking if it's within the acceptable range.**

**Must *have a rule in taking leave:***

- ❑ Must be stated in the rule that the leave application will be approved after checking if it's "**within the acceptable range**"
- ❑ The rule is to submit leave application form **in advance** to take a leave.

**"within acceptable range"** means there's enough reliever who can replace to the operator who want to file leave application.

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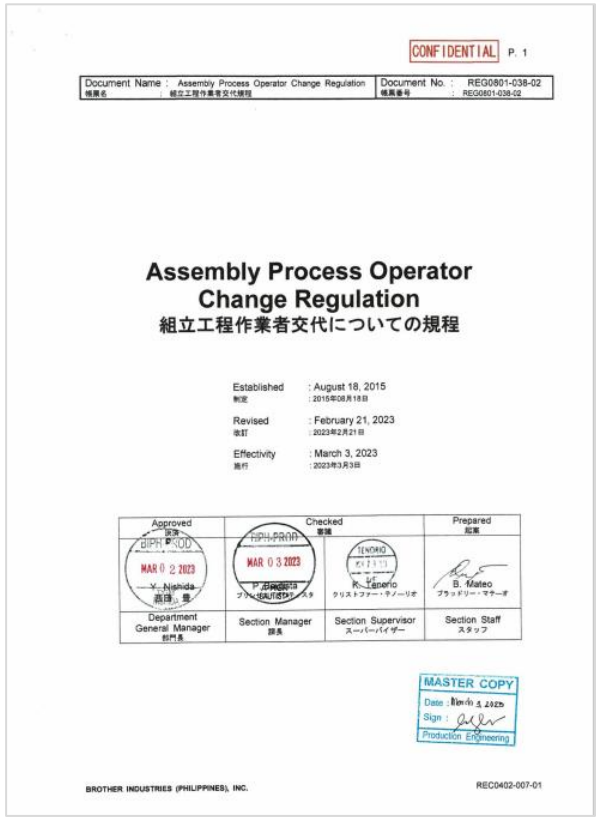
# ② Rule for taking leave



CONFIDENTIAL P. 1

| Document Name : Assembly Process Operator Change Regulation<br>帳票名 : 組立工程作業者交代規程 | Document No. : REG0801-038-02<br>帳票番号 : REG0801-038-02 |
|---|---|

**Assembly Process Operator Change Regulation**
**組立工程作業者交代についての規程**

Established : August 18, 2015
制定 : 2015年08月18日

Revised : February 21, 2023
改訂 : 2023年2月21日

Effectivity : March 3, 2023
施行 : 2023年3月3日

| Approved<br>承認 | Checked<br>審議 | | Prepared<br>起案 |
|---|---|---|---|
| BPI PROD<br>MAR 0 2 2023<br>Y. Nishida<br>西田 豊 | HPI-PROD<br>MAR 0 3 2023<br>P. Bravo<br>ブラーボ・ポール | JENOMO<br>K. Tenerio<br>クリストファー・テノーリオ | B. Mateo<br>ブラッドリー・マテーオ |
| Department General Manager<br>部門長 | Section Manager<br>課長 | Section Supervisor<br>スーパーバイザー | Section Staff<br>スタッフ |

MASTER COPY
Date : March 3, 2023
Sign :
Production Engineering

BROTHER INDUSTRIES (PHILIPPINES), INC. REC0402-007-01

| Document Name: Assembly Process Operator Change Regulation<br>帳票名 : 組立工程作業者交代規程 | Document No. : REG0801-038-01<br>帳票番号 : REG0801-038-01 |
|---|---|

3.4 Handling flow when assembly process operator file vacation leave
組立工程作業者届出休暇時の対応フロー

Leader/Staff will check the planned leave date of operator if cannot affect to the production line & capacity to produce the target output based on the total no. of operator present versus no. of operator having their planned vacation leave.

***NOTE:*** *For emergency type of leave, Leader/Staff shall consider to approve the application*

班長/スタッフは、合計在籍作業者数と休暇を予定している作業者数をもとに、作業者の予定している休暇日が、生産ラインと予定生産数の生産能力に影響がないかを確認する。
注記: 緊急欠勤については班長/スタッフは当該申請書を検討し承認する。

If No, Operator shall submit the leave application form to immediate Superior 3 days before the date indicated in the leave form.
作業者は申請書に記載した日付の3日前までに休暇申請書を直属の上司へ提出する。

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# ③ Compliance with the rule of taking leave

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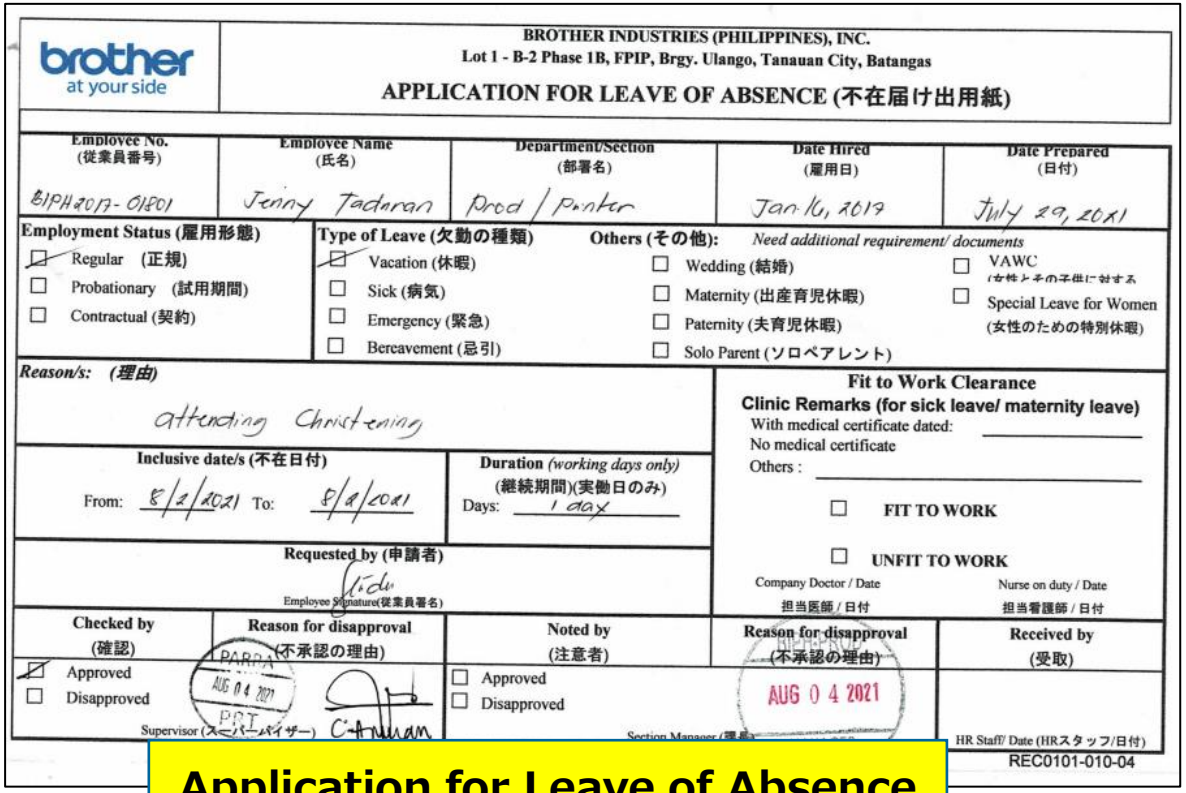
## # 2 Rule must be **followed by people** when they take a leave.



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BROTHER INDUSTRIES (PHILIPPINES), INC.
Lot 1 - B-2 Phase 1B, FPIP, Brgy. Ulango, Tanauan City, Batangas

APPLICATION FOR LEAVE OF ABSENCE (不在届け出用紙)

| Employee No. (従業員番号) | Employee Name (氏名) | Department/Section (部署名) | Date Hired (雇用日) | Date Prepared (日付) |
|---|---|---|---|---|
| BIPH2017-01801 | Jenny Tadaran | Prod / Printer | Jan 16, 2017 | July 29, 2021 |

Employment Status (雇用形態)
- ☑ Regular (正規)
- ☐ Probationary (試用期間)
- ☐ Contractual (契約)

Type of Leave (欠勤の種類)
- ☑ Vacation (休暇)
- ☐ Sick (病気)
- ☐ Emergency (緊急)
- ☐ Bereavement (忌引)

Others (その他): *Need additional requirement/ documents*
- ☐ Wedding (結婚)
- ☐ Maternity (出産育児休暇)
- ☐ Paternity (夫育児休暇)
- ☐ Solo Parent (ソロペアレント)
- ☐ VAWC (女性とその子供に対する
- ☐ Special Leave for Women (女性のための特別休暇)

*Reason/s:* (理由)
attending Christening

Inclusive date/s (不在日付)
From: 8/2/2021 To: 8/2/2021

Duration *(working days only)* (継続期間)(実働日のみ)
Days: 1 day

Requested by (申請者)
Employee Signature(従業員署名)

Fit to Work Clearance
Clinic Remarks (for sick leave/ maternity leave)
With medical certificate dated: _____
No medical certificate
Others : _____
☐ FIT TO WORK
☐ UNFIT TO WORK
Company Doctor / Date 担当医師 / 日付
Nurse on duty / Date 担当看護師 / 日付

| Checked by (確認) | Reason for disapproval (不承認の理由) | Noted by (注意者) | Reason for disapproval (不承認の理由) | Received by (受取) |
|---|---|---|---|---|
| ☑ Approved<br>☐ Disapproved | PARRA AUG 04 2021 PRT<br>Supervisor (スーパーバイザー) C. Anuran | ☐ Approved<br>☐ Disapproved | BIPH-PROD AUG 04 2021<br>Section Manager (課長) | HR Staff/ Date (HRスタッフ/日付) |

REC0101-010-04

**Application for Leave of Absence**

Taking a leave procedure should be based on the rule.

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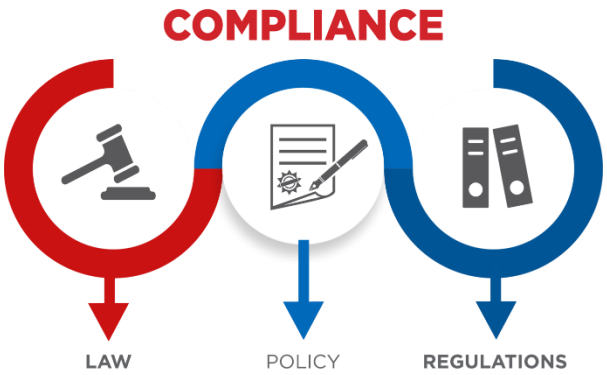
# ③ Compliance with the rule of taking leave




**Leave application should be based on the rule.**

**Note:** If the leave application of the operator was disapproved, he/she cannot file their planned leave and leader will ask the operator to change the leave application date if it is not urgent.

1. Sub leader and above will gather the operator's schedule of leave if there is any.

2. Leader/Staff must check the planned leave date of operator if cannot affect to the production line

3. If the planned leave was approved, operator shall submit the leave application form to immediate superior 3 days before the date of leave for the signatories of staff and supervisor

4. Leader will update/record the planned vacation of the operator on Manpower Arrangement Monitoring Sheet

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# ④ Manpower adjustment

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## # 3 Secure operators according to increase and decrease of production plan.

- **Compute required manpower** according to increase and decrease of production plan.
- **Conduct manpower adjustment** within company (or department) if excess or short.

| Line | Series | Shift | June Wk1 | June Wk2 | June Wk3 | June Wk4 | June Wk5 | July Wk1 | July Wk2 | July Wk3 | July Wk4 | Au Wk1 | Au Wk2 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| A | Mini17 | DS | | | | | | | | | | | |
| | | NS | | | | | | | | | | | |
| B | Mini19 | DS | | | | | | | | | | | |
| | | NS | | | | | | | | | | | |
| C | Mini19 | DS | | | | | | | | | | | |
| | | NS | | | | | | | | | | | |
| D | Mini17 | DS | | | | | | | | | | | |
| | | NS | | | | | | | | | | | |
| E | Mini19 | DS | | | | | | | | | | | |
| | | NS | | | | | | | | | | | |
| F | Mini19 | DS | | | | | | | | | | | |
| | | NS | | | | | | | | | | | |
| G | Mini19 | DS | | | | | | | | | | | |
| | | NS | | | | | | | | | | | |
| H | Mini19 | DS | | | | | | | | | | | |
| | | NS | | | | | | | | | | | |



**Production Plan**

| | 21JUL | 21JUL | 21JUL | 21JUL | 21JUL |
|---|---|---|---|---|---|
| | KEY | GPM Reque | GPM Reque | Prod PlanCu | |
| | Model | Last Month | GPM | Prod Plan | Delay to |
| 1 | 17_Reg | - | 16,347 | 16,450 | 103 |

Target
GPM Request

Weekly Month
Monthly Month
<Prod. Quantity>

| | | | | 21JUL | | | | | | | | | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 21JUL | | | | | | | | | | | | | | | | | | | |
| | | | | 28 | 29 | 30 | 01 | 02 | 03 | 04 | 05 | 06 | 07 | 08 | 09 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| | | | | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun |
| | | | | WK79 | | | | | | | WK80 | | | | | | | WK81 | | | | | | |
| 1 | LINE A | 17-Reg/HT | D | Qty | 695 | 712 | 729 | 746 | 765 | | | 122 | 204 | 272 | 404 | 500 | | | 546 | 588 | 624 | 651 | 680 | 695 | |
| | | →19-Reg/HT-LowStep | | OT | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| | | | | Model | 19_Reg | 19_Reg | 19_Reg | 19_Reg | 19_Reg | | | 19_Reg | 19_Reg | 19_Reg | 19_Reg | 19_Reg | | | 19_Reg | 19_Reg | 19_Reg | 19_Reg | 19_Reg | 19_Reg | |
| | | | N | Qty | | | | | | | | 765 | 765 | 765 | 765 | 765 | | | 765 | 765 | 765 | 765 | 765 | 765 | |
| | | | | OT | | | | | | | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| | | | | Model | | | | | | | | 19_Reg | 19_Reg | 19_Reg | 19_Reg | 19_Reg | | | 19_Reg | 19_Reg | 19_Reg | 19_Reg | 19_Reg | 19_Reg | |
| 2 | LINE B | 17Reg/HT | D | Qty | 765 | 765 | 765 | 765 | 765 | | | 765 | 765 | 765 | 765 | 765 | | | 765 | 765 | 765 | 765 | 765 | 765 | |
| | | →19-Reg/HT-LowStep | | OT | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | | | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | 0.0 | |
| | | | | Model | 19_Reg | 19_Reg | 19_Reg | 19_HT-LowSte p | 19_HT-LowSte p | | | 19_HT-LowSte p | 19_HT-LowSte p | 19_HT-LowSte p | 19_HT-LowSte p | 19_HT-LowSte p | | | 19_HT-LowSte p | 19_HT-LowSte p | 19_HT-LowSte p | 19_HT-LowSte p | 19_HT-LowSte p | 19_HT-LowSte p | |
| | | | N | Qty | 810 | 855 | 855 | 855 | 810 | | | 810 | 855 | 855 | 855 | 810 | 765 | | 810 | 855 | 855 | 855 | 855 | 810 | |
| | | | | OT | 0.5 | 1.0 | 1.0 | 1.0 | 0.5 | | | 0.5 | 1.0 | 1.0 | 1.0 | 0.5 | 0.0 | | 0.5 | 1.0 | 1.0 | 1.0 | 1.0 | 0.5 | |

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