


PKIMT

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_PK30408
NAME : Montaña, Warren Buhay / 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : February 15, 2020

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
	1 day suspension
	4/21/20
Line/Shift	477M4 - 1
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12/4/2019 to name: Montaña, Warren Buhay

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:

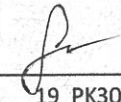
Not following SOP- Sub assy

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: 
19_PK30408

FURUKAWA - Production Operator

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



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_PK30408

NAME : Montaña, Warren Buhay

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 8-Feb-20

This refers to the alleged offense(s) you have committed at 4-Dec-19 to name: Montaña, Warren Buhay

Violation Offense | 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- Sub 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:

19_PK30408

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FMP-1A-1912-3522

☒ AGENCY

Please Specify: PKMT

<u>Raquel</u> R. ALERO	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Montano, Warren
Position: Associate
ID Number: 19-PK30402
Batch No.: 254
Car Model/Line: Honda / 3114

Process: Sub-Assembly
Group/Shift: A / DS
Date/ Time: 12-04-19 / 6:30pm
No. of Offense: First Offense
Superior Name: J. Monolo

Audit Findings: Not Following STOP-CALL-WAIT

Details:

Repairing Terminal Backing Out on sub-Assy process.

WRITTEN EXPLANATION

ako po si Warren Montano, B. ng Honda 3114 na ipag-paumanhin nyo po ang ating na gawang kasalanan na ay nag Repeating terminal Backing out on sub-assy process hindi ko po alam na bawal gawin ipin dahil ang sabi po ay check the status of terminal insertion after pang process ko nokita ko po na hindi agos ang pag-kaka insert ko sa terminal kaya naisipan kong agos agosing ang insertion ng terminal sa connector at hindi ko na din po na isipan na tawagin ang ating jr staff dahil delay po kami at walang pang ma-tay out sa board humihingi po ulit ako ng paumanhin sa ating nagawa dahil hindi ko po alam na bawal mag-agos ng TBO after ng process ko countermeasure. ipinapangako ko po na hindi kong po ulit agawin yon kahit na delay ang aming lipya dahil ayoko pong magkaroon ng perfect merit. salamat po sa inyong pang-unawa

Remarks/ Evaluation:

<input type="checkbox"/>	I-Alert Written Explanation Only
<input checked="" type="checkbox"/>	Agency/FALP Written Explanation Only (based from Handbook)
<input type="checkbox"/>	Need day/s Suspension (based from FALP Handbook & Memo for Major Non-Compliance)

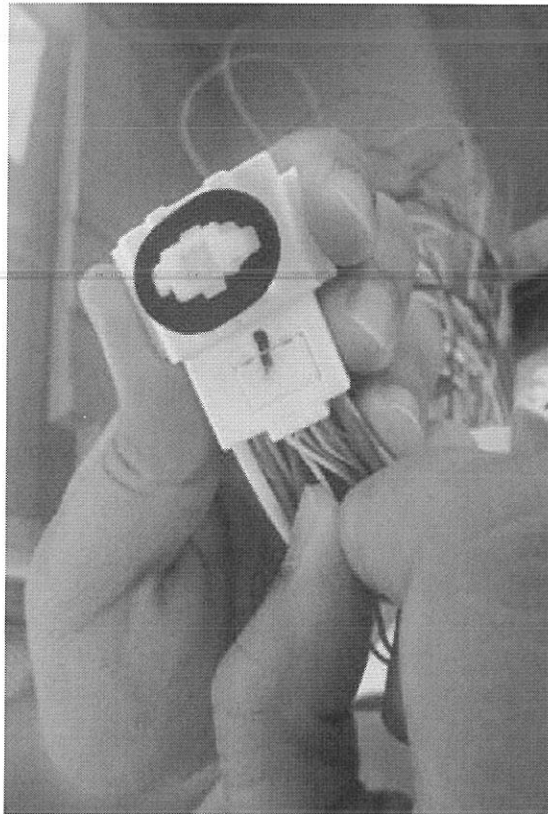
[Signature]
Signature of Employee
Date: 12-07-19

P. Magandaya
Jr Staff
Date: 12-07-19

J. Mendoza
Staff
Date: 12/7/19

[Signature]
Supervisor
Date: 12/9/19

[Signature]
Manager
Date: 12/12/19

Date & Time		December 04, 2019/ 6:30pm		Illustration	Action Taken
Shift & Group		DS/A			
Car Maker/ Model		Honda			
Line No.		3114			
Name		Montaño, Warren			
ID No.		19-PK30408			
Batch No.		254			
Process		Sub-Assy			
FAS or Agency: specify		PKIMT			
Person Informed		J. Manalo			
Audited by		R. Alegro			
Reason/Risk:					
<p align="center">Audit Details</p> <p>Not following STOP, CALL and WAIT</p> <p>Repairing TBO in Sub-assy process</p> <p>>did not call the attention of Jr. Staff.</p>					



MEMORANDUM

TO : ALL EMPLOYEES
FROM : HUMAN RESOURCE & GENERAL AFFAIRS SECTION
SUBJECT : PENALTY FOR MAJOR NON-COMPLIANCE
DATE : APRIL 16, 2018
REF. NO. : HRGA-2018-04-14

Despite our memo issued on Sept 2017 regarding quality improvement on major non-compliance, we are again reiterating the following reminders and the corresponding disciplinary penalties.

A. Suspension (1 to 5 days) will be given as minimum penalty to any member who will be caught and/or proven to conduct the following non-compliance:

1. Unauthorized Repair/ Hidden Repair excluding usage of prohibited extraction tool
(Pag-repair ng harness na di naaayon sa FALP rules)
2. Bringing of the following prohibited materials / tools within production area:
a. Push Pin b. Safety pin c. Paper clip d. other pointed materials that can be used as extraction tool
(to be validated by the QA and Production Manager)
3. Non-compliance on INSERT - PULL method and (Hindi pagsunod sa INSERT - PULL method)
→ This item shall also cover all non-compliance on the existing rules of Sub-assembly process
4. Un-authorized operator doing the process (Pagsasagawa ng process ng hindi authorized/ walang certification from Recruitment and Training Section excluding expired Authorization up to 1 month)

NOTE:

- 4.1 For members under OJT, length of time with buddy supervision shall be based on the Process Certification Procedure of Recruitment and Training Group.
- 4.2 For processes without certification process, shall have record of refresher training and OJT based on Process Certification Procedure of Recruitment and Training Group.
- 4.3 In case the member was instructed by his/her superior to do the process even not certified/authorized based on existing rules of training center/certification department, the appropriate penalty shall be given to the superior.

In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

B	-	2 nd offense	Suspension of six (6) to ten (10) working days
C	-	3 rd offense	Suspension of eleven (11) to fifteen (15) working days
D	-	4 th offense	Dismissal; dishonourable separation from the service

B. DISMISSAL from Employment: will be imposed to any member who will be caught and/or proven to have conducted any of the following major non-compliance:

1. Using of prohibited tools during unauthorized repair.
2. Intentional Act of making defect and/or other quality related problems (Sinadya na paggawa ng defect); this shall be considered as product sabotage.