



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\_PK29605  
Macalalad, Rochelle Lontoc

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : August 23, 2019

*Macalalad*

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	1st - 1st offense (SUSPENSION) NEXT: 04, 2019
Line	VRIBARU 7101
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 8-27 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 6/18/2019 to name: Macalalad, Rochelle Lontoc

**Violation Offense No.V**

**Section No. 14**

**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 - Associate directly get parts on parts distribution area**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not 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:**

*[Signature]*  
PKIMT Management

Conforme: *[Signature]*  
19\_PK29605

FURUKAWA - Production Operator

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



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**MEMORANDUM NO. HRADM**

TO : 19\_PK29605  
Macalalad, Rochelle Lontoc

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 22-Aug-19

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This refers to the alleged offense(s) you have committed at 18-Jun-19 to name: Macalalad, Rochelle Lontoc

**Violation Offense No.V**

**OFFENSES AGAINST COMPANY INTEREST**

**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 - Associate directly get parts on parts distribution area**

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\_PK29605

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1906-321

☒ AGENCY

Please Specify: PKINT

<u>M. Dacuran</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Rochelle Macalalad  
Position: Associate  
ID Number: 19-PK29605  
Batch No.: 249  
Car Model/Line: Subaru 7101

Process: Acgy  
Group/Shift: B  
Date/Time: June 18, 2019 / 03:40pm  
No. of Offense: 1st offense  
Superior Name: J. De Leon / R. Raz

Audit Findings: Not following SOP

Details: Associate directly get parts on parts distribution area.

## WRITTEN EXPLANATION

Humihingi po ako ng pasencia may nakiusap  
lang po sa akin. Na nagkita po na ako ay na  
sa parts dahil po humihingi ako ng plastic na lalagayan  
ko ng lapias. Alam ko pang mali ang aking ginagana  
pasencia na po hindi tama po unahin.

## Remarks/ Evaluation:

1 day suspension

Rochelle Macalalad  
Signature of Employee  
Date: 06/26/19

J. De Leon  
Jr Staff  
Date: 06/26/19

Manalunga  
Staff  
Date: 06/27/19

OPH  
Supervisor  
Date: 7/5

Hays  
Manager  
Date: 7/12





## 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 <sup>nd</sup> offense | Suspension of six (6) to ten (10) working days         |
| C | - | 3 <sup>rd</sup> offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 4 <sup>th</sup> 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.