



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_PK30642
Matala, Merygen Muñoz ✓ *Merygen Muñoz*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 15, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 5 days suspension March 20-24, 2019
Line	#3116
Jr. Staff	A. R. J. <i>A. R. J.</i>
Staff	J. Manalo <i>J. Manalo</i>
ACKNOWLEDGE BY:	
MANAGER	<i>H. S. J.</i> 3/14 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 6-Mar-19 to name: Matala, Merygen Muñoz

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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 (Unauthorized person doing the process- Attached clamp)

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_PK30642

FURUKAWA - Production Operator

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



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 19_PK30642

Matala, Merygen Muñoz *Merygen Muñoz*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 7-Mar-19

This refers to the alleged offense(s) you have committed at 6-Mar-19 to name: Matala, Merygen Muñoz

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 (Unauthorized person doing the process- Attached clamp)

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:

J. Melara
PKIMT Management

Conforme: *Merygen Muñoz*
19_PK30642

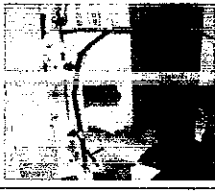

FURUKAWA - Production Operator

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

b

COMPLIANCE AUDIT REPORT
(NS - Gold Asifano)

Date: March 06, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK/	Action Taken	Category	Operator / Other Concern Person	Person Informed	In-Charge/Car Model/ Department	Person Incharged	Status/Remarks
8	03/06/19 NS	Honda line 3116			Unauthorized operator doing the process attached clamp at bukumi process which resulted to wrong view of clamp ,she was only authorized in lay out process	NG	Informed junior staff regarding this and advised to remind to follow work assign	SOP	Matala ,Merygen PKIMT 	Angelika Puyo and Jessa Manalo	Honda	Sir Jhe	For Monitoring



DATE: 03-09-19

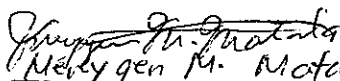
OFFENSE: Not following SOP

WRITTEN EXPLANATION:

Ako po si Merygen M. Matala ay tumulong sa-paglalagay ng clamp sa Bukumi. Nakataon pong nawrong view po ang isang clamp na nilagay ko. Nangyari po yun nung magbebreaktime at lalagay na po namin ng red tag kaso nagtime na kaya hindi po namin naibigay agad sa junior staff.

COUNTERMEASURE:

Hindi na po ako maglalagay ng clamp sa Bukumi dahil hindi naman po ako certified.


Merygen M. Matala
Signature over Printed Name

Honda 3116
Car Model / Line

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-repairing harness na di napayon sa FAIR 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.