



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 : 18\_PK20952  
Gojar, Giselle Giga

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 10, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 DAY SUSPENSION MARCH 20, 2019 - <i>[Signature]</i>
Line	SUZUKI 1119
Jr. Staff	0.5 Exp. rate
Staff	Return: 3/21-DC
ACKNOWLEDGE BY:	<i>[Signature]</i> KATHERINE O. CABRERA
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 16-Feb-19 to name: Gojar, Giselle Giga

**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:**

**Unauthorized person doing the process**

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]*

18\_PK20952

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 : 18\_PK20952  
Gojar, Giselle Giga

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 9-Mar-19

This refers to the alleged offense(s) you have committed at 16-Feb-19 to name: Gojar, Giselle Giga

**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:**

**Unauthorized person doing the 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: 

18\_PK20952

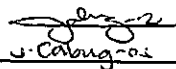

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII  
☒ PKIMT ☐ ADD EVEN

Control No: FALP-IA-1902-078

 J. Cabungao	 G. Magadia
Audited By:	Noted By:

Name: Gojar, Giselle  
 Position: Associate  
 ID Number: 18-PK20952  
 Batch No.: 200  
 Car Model/Line: 401 / 5119

Process: Bukumi  
 Group/Shift: A INS  
 Date/Time: Feb 16 2019 / 8:45 pm  
 No. of Offense: 1st  
 Superior Name: D. Espintu

Audit Findings: Un-authorized person doing the process

Details: > Doing sub assy process without certification badge  
certified only in option process

## WRITTEN EXPLANATION


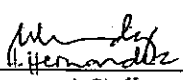

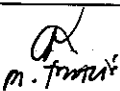
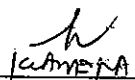
Ako po si GISELLE GOJAR na nahuli ng I-Alert na nagmamahal sub.  
 (na hindi naman) sa kadhilangang delay po ang aking BUKUMI at wala po akong matawag  
 na certified sa portion na iyon, kaya para makatulong ay ako talang po ang nagsub.

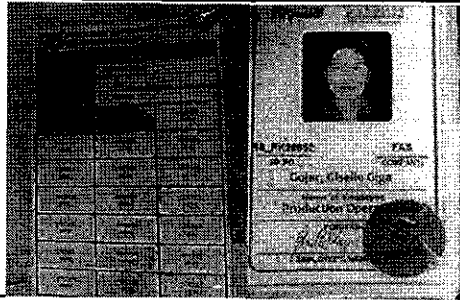
Please Issue I.R

## Remarks/ Evaluation:

IF THIS WILL HAPPEN AGAIN WE WILL GIVE A  
 HIGH DISCIPLINARY ACTION.

IF NOT CERTIFIED, MUST NOT DO THE PROCESS - ITS NOT YOUR RESPONSIBILITY.

 Signature of Employee Date: <u>02-19-19</u>	 Jr Staff Date: <u>2/19/19</u>	 Staff Date: <u>2/19/19</u>	 Supervisor Date: <u>2-19-19</u>	 Manager Date: <u>2/27/19</u>
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Car Model	SUZUKI YD1			Action Taken
Date/Time:	February 16, 2019			
Line/ Process	5119/ Bukumi			
Shift/ Group	NS/A			
Person Informed	J. Matibag			
Details				
Un authorized person doing the process Doing sub-assy process and bukumi process without authorization badge				



## 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. Unauthorized 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.

**NOTE:** An investigation shall be conducted and the employee who allegedly committed the violation shall be given the opportunity to defend himself prior to the imposition of the penalty.

This memorandum shall supersede the memorandum issued last September 19, 2017 (QA-1709-01).


Further, the above Policies will now form part of our Employees Handbook and the same shall take full effect on 01 May 2018.

For your strict compliance.

Prepared by:

Reviewed by:


Approved by:


  
NELDA GUCE  
HRGA Section Manager

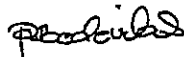
  
VAL AGNO  
HR Department Manager

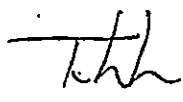
  
MITSUSHIGE KAWASE  
ADMIN Division Manager


Noted by:


  
EUGENIO CAILAO  
Production Department Manager

  
ARLENE RUBIO  
QA Section Manager

  
ROCHELLE ODEVILAS  
HRT Section Manager

  
TAKEHIDE MARUOKA  
QA Department Manager

  
HIRONORI SHIRAHATA  
Production Division Manager

  
MASAHITO TOKUDA  
President

ECR 2 Time dictated - 3:24am  
- Connector backing Out - Previews  
TSN-12M on R7B-13YX0  
36065 - 64 PWD / SAPM82 / 23  
- Time ECR 1  
8:15am onwards  
Fallen harness - 625 P10 / 59 PV48 / 18  
- 11-27-18