



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\_PK31901  
Geron, Leah Jane Sapad

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/27/2019

| PKIMT                             |   |
|-----------------------------------|---|
| ACKNOWLEDGEMENT FORM              |   |
| COMMENTS/ ASSESSMENT              |   |
| No. Offense:                      | Act - 10MY SUSPENSION<br>Oct. 8, 2019<br>July                                       |
| Line                              | 0011 2/20 11 a/24   |
| ACKNOWLEDGE BY:                   |   |
| MANAGER                           |  |
| Signature Over Printed name/ Date |   |

This refers to the alleged offense(s) you have committed at 9/16/2019 to name: Geron, Leah Jane Sapad

**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:**

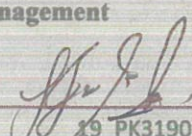
**Non-compliance on Insert-Pull Method**

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:**

  
PKIMT Management

Conforme:   
19\_PK31901

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\_PK31901  
Geron, Leah Jane Sapad  
FROM : PKIMT Management  
SUBJECT : Notice to Explain  
No.of Offense : 1st offense  
DATE : 26-Sep-19

This refers to the alleged offense(s) you have committed at 16-Sep-19 to name: Geron, Leah Jane Sapad

**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:**

**Non-compliance on Insert-Pull Method**

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\_PK31901  
FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1909-1249

☒ AGENCY

Please Specify: PKINT

|                         |                   |
|-------------------------|-------------------|
| <u>Anton J. Vintora</u> | <u>G. Magadia</u> |
| Audited By:             | Noted By:         |

Name: Geron, Leah Jane  
 Position: Associate  
 ID Number: 19PK31901  
 Batch No.: 260  
 Car Model/Line: Daihatsu D012/0120

Process: Sub Assy Process  
 Group/Shift: NS/B  
 Date/ Time: Sept. 16, 2019/09:00pm  
 No. of Offense: 1st offense  
 Superior Name: C. Yagan

Audit Findings: Non-compliance on Insert-Pull method

Details:

Conduct advance insertion on conn.  
DS-BH-4F-W, DS-BR-2F-B, DS-4EG-B wire color: WB/

## WRITTEN EXPLANATION

AKO N LEAH JANE S GERON TAGA DAHATSU 2121. NA SUMAWA  
NA VIOLATION NA ADVANCE INSERTION. DABIL PO SA PAGMAMADALI, KUNA KO  
INSERT ANG 3 WIRE NA HINDI PO NAIINSERT HABANG NAKAENCOUNTER  
ANO NG DOTSU, PERO WILA NAWON PO PANG BANG NA 1 PAST ANG  
HABANG FROM SUB TO ASSY.

## Remarks/ Evaluation:

But memo

|   |   |  |   |   |
|---|---|--|---|---|
| <u>C. Yagan</u><br>Signature of Employee<br>Date: <u>09/16/19</u> | <u>C. Yagan</u><br>Jr Staff<br>Date: <u>9/18/19</u> | <u>C. Yagan</u><br>Staff<br>Date: <u>9/18/19</u> | <u>C. Yagan</u><br>Supervisor<br>Date: <u>9/20/19</u> | <u>C. Yagan</u><br>Manager<br>Date: <u>9/21</u> |
|---|---|--|---|---|

09/26/19

18142



## 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 naayon 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.



## i\_Alert Audit Report

|   |                            |  |              |
|---|----------------------------|--|--------------|
| Car Model / Line No.  | Daihatsu D01L Line 2120    | Picture  | Action Taken |
| Date / Time   | September 16, 2019/09:00pm |  |              |
| Name / ID No.   | Geron, Leah Jane/19PK319C1 |  |              |
| Shift / Group   | NS/B                       |  |              |
| Batch No.   | 260                        |  |              |
| Process   | Sub Assy                   |  |              |
| FAS or Agency: specify  | PKIMT                      |  |              |
| Person Informed   | C.Ylagan                   |  |              |
| Audited by:   | J.Vintora                  |  |              |
| Details   |                            |  |              |
| Non-compliance on Insert-Pull method<br>Conduct advance insertion on conn.<br>DS-BH-4F-W<br>DSL-BR-2F-B<br>DSL-4FB-B<br>Wire color: WB/ |                            |  |              |