



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 : 20_PK43780
NAME : Perez, Shaira Mae Pontilla *gmd*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : April 7, 2021

This refers to the alleged offense(s) you have committed at **3/15/2021** to name: **Perez, Shaira Mae Pontilla**

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:

Did not conduct encircling the wire size after measuring the wire diameter on last Kanban

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:

gmd
PKIMT Management

Conforme: *gmd*
20_PK43780

FURUKAWA - Production Operator

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

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
<i>noted by: J. Badilla</i>	
Line	DA Suzuki Initial
ACKNOWLEDGE BY: <i>J. Badilla</i>	
MANAGER	<i>B. Perez</i> <i>A. Nachor</i>
Signature Over Printed name/ Date	

FINAL ASSEMBLY PROCESS EFFICIENCY REPORT FORM

Date	04-26-19
Car Model	Mazda J72A/K
Line No.	1124
Group and Shift	B NS

Person In Charge	Guradim
Daily Plan	424
Takt Time	45
Hourly target	83

Conveyor Start Time 5:00 pm
 Conveyor End Time 7:55 am
 Yesterday Acctg Eff'y

MONTHLY TARGET ACCOUNTING EFFICIENCY

PRODUCT NUMBER	STANDARD TIME (mins)	OUTPUT (Qty)	OUTPUT MAN MINUTES (ST x Output)	WORKING TIME (mins)	MANPOWER	TIME MAN MINUTES (WT x MP)
K36H-47-220	15.764	632	9962.848	660	For Line Eff Computation	
K36H-47-220	15.961	120	1915.32		17%	10560
K36H-47-220	16.141	96	1549.536			
K262-47-220	15.764	64	1008.896		Efficiency (%)	136
K						
					For Accounting Eff Computation	
					17	11220
				Efficiency (%)	128%	
TOTAL OUTPUT (End Process)			912	14436.6		

ORIGINAL MANPOWER		SUPPORT MANPOWER	
Process	Count	Process	Count
Jr. Staff (PD)	1	Jr. Staff (PD)	
Jr. Staff (QA)	1	Jr. Staff (QA)	
Expert	1	Expert	1
Sub Assy	3	Sub Assy	
Layout	1	Layout	
Parts	1	Parts	
Assy	7	Assy	
Shiage	1	Shiage	
Grease	1	Grease	
Silicon	1	Silicon	
Dynalab	1	Dynalab	
Fuse Image	1	Fuse Image	
Dimension	1	Dimension	
ECT	1	ECT	
Clamp Checking	1	Clamp Checking	
Torque	1	Torque	
Option Taping	1	Option Taping	
Appearance	1	Appearance	
Other Process	1	Other Process	
QA	1	QA	
Total	11	Total	1

Manpower (Special Case Extend Time)			
Process	Working Time (mins)	Manpower	Extend Time (WT x MP)
For line Efficiency Computation			
Total WT			
For Accounting Efficiency Computation			
Total WT			
LINE EFFICIENCY (%)			
ACCOUNTING EFFICIENCY (%)			

ABSENT MONITORING	
Process	Count
Sub Assy	1
Dimension	1
TOTAL	2

WIP PROCESS MONITORING			
Process	Qty	Process	Qty
LAYOUT	54	CLAMP CHECKING	
ASSY	14	TORQUE	
SHIAGE		OPTION TAPING	
GREASE		APPEARANCE	2
SILICON		FUSE IMAGE	
DYNALAB		OTHER PROCESS	
DIMENSION	2	REPAIR	
ECT	2	QA	

DOWNTIME MONITORING

[illegible]

Analysis of Efficiency Why Met / Unmet

NOTE : Attach countermeasure for unmet target

: Put / if not applicable

: all downtime must be recorded

PRD-028A-05

14434.6

10560 - 137'2"
11220 - 129'
10080 - 143'
10710 - 135'2"

EFF:02/19/18

QA INITIAL WRITTEN EXPLANATION

NAME: Shaira Mae Perez
I.D. Number: 20-0843707

Date/Time: March 15, 2021

DEFECT NAME/VIOLATION:

Did not conduct encircling the wire size after measuring the wire diameter on last kanban

EXPLANATION:

At meryd tambok po kasi ako kahapon, a kagustuhan ko pong mabos agad ang ating wire, lalo na ang wire, nag-mabilis po ako hang pag-inspect click na malagan na di to pla na bilugan ang wire pagkatapos ko pong mag-wire diameter.

COUNTERMEASURE:

Ko po kakalimutan /ibypass ang SOP kahit hindi na po ako mag-mamandili sa pag-inspect; at mag-reconduct na po ako ng encircling the wire size pagkatapos ko pong i-write diameter

Prepared by:

PEREZ, SHAIRA MAE

Reviewed by:

Assigned Jr. Staff

Assigned Staff

Assigned Line Patrol

Noted by:

J. Caguitla / J. Badillo
Supervisor

REMARKS: (For line patrol audit please indicate if how many time the inspector audited)

☐ 1st Time
☐ 2nd Time

☐ others: _____

Please Indicate previous violation:

Violation:
Violation:

Date:
Date:

