



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\_PK41582  
**NAME** : Rabeno, Christine Joy Acuña  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 1st offense  
**DATE** : February 22, 2021

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	KT 3 days suspension 3/4-6/21 [Signature]
Line/Shift	C5730
ACKNOWLEDGE BY:	
MANAGER	[Signature] 6/24/2021
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at **1/11/2021** to name: **Rabeno, Christine Joy Acuña**

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: [Signature]  
20\_PK41582

FURUKAWA - Production Operator

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

## WRITTEN EXPLANATION

Name: Christine Joy Rabeno 20-PK 41582

Date: 02-20-21

Violation: Doing process not authorized/certified

No. of violation: 1

Line 5130

### Reason:

Ako po si Christine Joy Rabeno, Noong mga oras po na iyon kame po ay support sa line ng 5132, at nung mga oras po na walang tambak ang dimension naisipan ko po na magpaturo ng process na ECT sa ECT ng 5132 dahil po ako din po ay magtataining ng process na ECT at ng nagtut. Na po ako hindi po ito tumanyag para magpass dahil hindi ko po alam ang ibig sabihin ng ganon kaya po hinanong ko po ito sa ECT nito para i-check kung ano po ang mali, at ng tingnan niya na po iton hindi ko na po naitanong kung ano po ang NB nito. Hindi ko din po alam na ito ay cross wire, Ang naging mali ko po don hindi ko po agad sa leader nila sinabi kaya po di kaagad nalalaman. Iniihingi ko po ito ng pasensya.

### Countermeasure:

Hindi ko na po ipapadcheck sa nakaportion dito kung magkaroon ulit ng NB sa susunod, Sasabihin ko po agad sa Jr. staff o staff at di na po muli gagawa ng di nila ito nalalaman. Muli ay humihingi po ako ng pasensya.

  
EMPLOYEE

  
STAFF

  
SUPERVISOR

  
SECTION MANAGER

**INTERVIEW QUESTIONS: (Please add if you and Lilien have additional)**

**TO ECT Inspector:**

**1. At 18:44:38, you were seen tapping several jigs, what problem did the machine detected during that time?**

*I was not sure of the defect since I have no knowledge on the term or symbol appear on OMI ECT process (not certified on ECT that time).I rendered maximum OT on 5132 at dimension process but out of curiosity,I tried to do the ECT process because I will be crossstrained soon.*

**2. Why did you call the attention of Dimension inspector during that time?**

*To ask the dimension inspector about the encountered problem since I cannot identify on my own and don't know what to do.*

**3. What did the dimension inspector do to the affected harness?**

*He removed the harness without telling me that it was already crosswire,I asked him what to do to harness and he replied"don't bother."*

**4. At 18:45:22, Dimension associate was seen touching the connector jig with pneumatic lock, what did he do to unlock the pneumatic lock?**

*I did not see what he have done.*

**5. At 18:46:40, another harness was set on ECT table and was continuity checked 2 times, what is the purpose of doing 2 times continuity check in 1 harness?**

*Maybe to pass the harness that we removed.*

**5. Was the Expert (acting Jr. Staff) informed about the abnormality?**

*At first,I did not inform the acting Jr.staff*

**6. As seen on the video before 18:48:13, you were saying something to the Expert who was on the last station of assembly. What is it that you said to the Expert?**

*I already told her that we encountered NG and she replied"just wait for a moment".*

**7. Who instructed the sub-assy associate to get the harness from ECT inspection?**

*I don't know,I could not remember.*

**8. What is the purpose of bringing the affected harness on sub-assy area?**

*I am not sure.*

**9. If the answer is to repair, who will repair the harness?**



Video 1	01/11/2021	18:43:22	ECT associate get affected harness with claim from ECT hanger
		18:43:26	Barcoded Affected harness with Claim
		18:44:38	ECT machine detected the Crosswire
		18:44:53	ECT associate called Dimension associate (Original ECT inspector of the line since YKA)
		18:45:22	Dimension associate seen touching the jig to open pneumatic lock
		18:45:31	Returned harness with Claim to ECT hanger
		18:45:36	Get good harness to pass the serial no. of harness with claim on IRCS
		18:46:40	Rebarcoded good harness on ECT table and set again to jigs for 2nd time ECT check
		18:48:13	Sub assy associate approached Expert then ECT inspection are to get harness with claim and bring to sub assy area
			Dimension associate returned harness with claim to Appearance hanger
Video 3	01/12/2021	8:11:47	Appearance gave feedback on 1 portion
			Dimension associate get again the harness, attach component from parts box on last station of assembly
		8:13:37	Dimension associate returned harness to Appearance hanger