



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_PK25344
Roxas, Realyn Cielo - *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 18-Feb-19

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	KT 2 day suspension Feb. 27, 2019
Line	SC123-A
Jr. Staff	3/1 - DC - Realyn Floor
Staff	
ACKNOWLEDGE BY:	<i>[Signature]</i> KATHERINE O. CABREPA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 4-Feb-19 to name: Roxas, Realyn Cielo

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(Advance insertion)

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_PK25344


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 : 18_PK25344
Roxas, Realyn Cielo 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 16-Feb-19

This refers to the alleged offense(s) you have committed at 4-Feb-19 to name: Roxas, Realyn Cielo

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(Advance insertion)

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_PK25344

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: FALP- 1A - 1902 - 058

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

J. Adriano
 Audited By: *G. Magadia*
 Noted By:

Name: *Reahyn Roxas*
 Position: *Account*
 ID Number: *PK25344*
 Batch No.: *223*
 Car Model/Line: *SUZUKI YD1 170 / 5123*

Process: *Sub-Assembly*
 Group/Shift: *A/OS*
 Date/ Time: *February 04, 2016 / 12:50*
 No. of Offense: *1st*
 Superior Name: *R. Duenas*

Audit Findings: *Advance Insertion (non-compliance on insert- Pull method)*

Details:

Conn. ASZ - 40F R/ B/

WRITTEN EXPLANATION

Ako po si Reahyn Roxas nang Suzuki YD1 Inpanel Line 5123 ay nahulutan ng hindi pag-unod sa INSERT PULL METHOD, sa kadahilanan pong tatlong sub PC ang kinatawakan ko kasabay pa po nito ay nagraran kami nang big products at nung mga oras na yun ay nagbabuffer ako sa sub Assy ko para makalipat naman sa isa pang sub PC na hinahawakan ko dahil paubos na din ang buffer at madedelay na din. Sa pagmamadali ko noon ay natend ako na iadvance ang pag insert dahil ito ay shieldwire, sa sub PC sa ay merong 6 circuit insertion, sa sub PC 02 ay mayroong 36 circuit insertion at sa sub PC 03 naman ay may 36 circuit insertion ulit. Alam ko pong mali at mas alam ko po na narintindihan niyo din pero di ko na pu ulitin pa. though its my first time, I will not do it again, and it will just serve as a moral for me.

Remarks/ Evaluation:

I REMIND THEM TO FOLLOW THE RULES AND REGULATION AND ALSO USED AMPON IF SHE ENCOUNTERS DELAY.

please issue I.R

<i>[Signature]</i> Signature of Employee Date: <i>02-05-19</i>	<i>R. Duenas</i> Jr Staff Date: <i>02-05-19</i>	<i>[Signature]</i> Staff Date: <i>2-05-19</i>	<i>[Signature]</i> Supervisor Date: <i>2-7-19</i>	<i>[Signature]</i> Manager Date: <i>2/8/19</i>
--	---	---	---	--

received 2/16/19 ght



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. 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.