



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_PK25372
Pereda, Emma Grace De Castro *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 13, 2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense: 1st 2 DAYS SUSPENSION APRIL 2-3, 2019			
Line	6717 - A	<i>[Signature]</i>	
Jr. Staff	RONA DUEÑAS	APRIL 04 - DS	
Staff		Admin	
ACKNOWLEDGE BY:		<i>[Signature]</i>	
MANAGER		KATHERINE O. CABRERA	
Signature Over Printed name/ Date			

This refers to the alleged offense(s) you have committed at 15-Feb-19 to name: Pereda, Emma Grace De Castro

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 Repair / Hidden Repair

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_PK25372

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_PK25372

Pereda, Emma Grace De Castro

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 12-Mar-19

This refers to the alleged offense(s) you have committed at 15-Feb-19 to name: Pereda, Emma Grace De Castro

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 Repair / Hidden Repair

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_PK25372

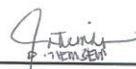

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALC 1A-1002-074

 Audited By:	 Noted By:
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Name: Pereda, Emma Grace
 Position: Associate
 ID Number: 18-PK25372
 Batch No.: 223
 Car Model/Line: YD1 / 5117 (support)

Process: Dimension
 Group/Shift: A/NS
 Date/ Time: Feb 15 2019 / 9:45
 No. of Offense: 1st
 Superior Name: J. Consulto

Audit Findings: Un-authorized Repair / Hidden repair

Details:

> caught in the act pulling of branch on dimension process due to
short dimension from Junction to connector JMV5 - 20ft x 1
seg. 69

G: 321 - 20

NG: 319 mm

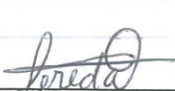
WRITTEN EXPLANATION

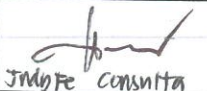
Nakakita po ako ng "expose wire" tumawag po ako ng expert naang hindi
pa po lumalapit ang expert check ko po ang katabing branch Nakaencounter po
ako ng minimum na suklat nito kaya po iniulat ko po ito ng may kasamang
hila ngunit hindi po pwersado.

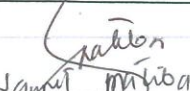
Please Issue I.R

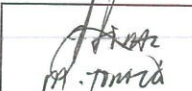
Remarks/ Evaluation:

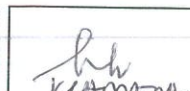
We already oriented, and refresh the proper follow
the stop, call and wait for the confirmation of her Superior. We
also give written explanation.


 Signature of Employee
 Date: 02-28-19



 J. Consulto
 Jr Staff
 Date: 2-27-2019


 J. Consulto
 Staff
 Date: 2/27/19


 J. Consulto
 Supervisor
 Date: 2/27/19


 J. Consulto
 Manager
 Date: 2/11/19

2/6/19 1:40pm
Quo

Car Model	Suzuki YD1	FEBRUARY		Action Taken
Date/Time:	Feb.15,2019			
Line/ Process	5117/Dimension			
Shift/ Group	A/ NS			
Person Informed	J.Consulta			
Details				
Un-authorized repair/Hidden repair caught in the act pulling of branch on dimension process due to short wire				
				



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.

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:


NELDA GUCE
HRGA Section Manager

Reviewed by:


VAL AGNO
HR Department Manager

Approved by:


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

ECT 2 Time detected - 3:24am
- Connector Backing Out - Previews
TEN-12M on R-16-13XX0
360WS - 64 PWD / SAPM2 / 23
- Time ECT 1
8:15am onwards
Fallen harness - 65 PWD / 59 PWD / 18
- 11-27-18