



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\_PK24108  
Olaso, Remy Ann Dael *R. Olaso*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 5-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st</i> <i>FOR 2 DAYS SUSPENSION</i> <i>FEB 6-7, 2019</i>
Line	<i>17A20A 1114 - A / 1st</i>
Jr. Staff	<i>B. AWAT</i>
Staff	<i>X. C. KALAN</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 2/4
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 26-Jan-19 to name: Olaso, Remy Ann Dael

**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 follow insert pull method doing 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:**

*Chelarew* 2/5/19  
**PKIMT Management**

Conforme: *[Signature]*

18\_PK24108

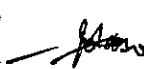
FURUKAWA - Production Operator

(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\_PK24108  
Olaso, Remy Ann Dael   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No.of Offense : 1st offense  
DATE : 27-Jan-19

This refers to the alleged offense(s) you have committed at 26-Jan-19 to name: Olaso, Remy Ann Dael

**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 follow insert pull method doing 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\_PK24108  
FURUKAWA - Production Operator  
(Please attach your written expalanation upon returning of this letter)

**COMPLIANCE AUDIT REPORT**  
(NS - Mbang Marquez)

Date: January 26, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Issue for Improvement	OK / NG	Action taken	Category	Photo, Video Evidence Reason	Shift Concern	Person Interviewed	Time (approx. / on / off)	Person for Interview	Status/Remarks
1	1/26/19 N/S	Mazda line 1114			Associate not follow Insert pull method doing advance insertion in connector UFM/L41F-42M and connector TSN-12F during process in sub assy (sub 3), might cause of wrong Insert and TBO	NG	Informed Junior staff regarding this matter and advised associate to follow SOP in sub assy process	SOP	 Recy Ann Alang and Mervil Bocado-PKMT	N/S	Babilyn Awat	Mazda	M'am Chelle	for monitoring

**PKIMT**

DATE: 01-28-19


OFFENSE: not following SOP

**WRITTEN EXPLANATION:**

Ako po si Remy Ann Olaso ako po ay na Audit dahil ako po ay advance insertion sa kataluhanan na ~~at~~ hindi po magkakasundang ang insertion. malikhaipang po akong insert dahil may naunang. Ewsti ka na pang maubos dahil po mag standard na po ang partner ko. kay langon na po naming maubos.

**COUNTERMEASURE:**

usapad na po ako sa working standard hindi na po ako mg advance insertion.

  
OLASO REMY ANN D

Signature over Printed Name

MAZDA 1114

Car Model / Line



## 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 <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.