



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_PK25216
NAME : De Torres, Maricar Dimaiyacan *Indtorres*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd offense ✓
DATE : December 5, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd - 2 DAY suspension 12/9-10/2019 moved to 12/17-18/2019
Line	Nissan Celica - A
Sta.	
ACKNOWLEDGE BY:	<i>[Signature]</i> 12/12
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 10/22/2019 to name: De Torres, Maricar Dimaiyacan

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:

Non-compliance on Insert-Pull Method

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK25216

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_PK25216

NAME : De Torres, Mariecar Dimaiyacan *Mariecar*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 4-Dec-19

This refers to the alleged offense(s) you have committed at

22-Oct-19

to name: De Torres, Mariecar Dimaiyacan

Violation Offense I 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

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This is for your guidance and strict compliance.

NOTED BY:

Kane
PKIMT Management

Conforme: *Mariecar*
18_PK25216

FURUKAWA - Production Operator

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

1 ALERT WR. TFN EXPLANATION

☐ FAS

Control No: FALP-1A-1910-1903

☒ AGENCY

Please Specify: PRINT

for <u>Savanna</u> D. THOMPSON	<u>Magadia</u>
Audited By:	Noted By:

Name: DE TORRES, MARIECAR
Position: ASSOCIATE
ID Number: 8PK2E214
Batch No.: 222
Car Model/Line: NISSAN 1600

Process: SUB. ASSEMBLY PROCESS
Group/Shift: DS/B
Date/ Time: OCTOBER 22, 2019/ 11:10
No. of Offense: 1ST OFFENSE
Superior Name: J-REYES

Audit Findings: NON COMPLIANCE ON INSERT PULL METHOD

Details:

CONDUCT ADVANCE INSERTION ON CONNECTOR TR-SB- GFA WIRE COLOR R/ W/G/

WRITTEN EXPLANATION

ako po si Mariecar de Torres ay nahuli na nag-aadvance insert sa connector na GFA sa kadahilananang delay na delay tapos tatlo po ang hawak kong PC na kung saan mahirap ang pagkakasunod sunod sa PC, tsaka po ang unang insert ay nasa likod kaya po yung nasa unang terminal ay naadvance ko po dahil na rin po sa mahaba ang wire at kung yung nasa likod po ay ~~nasa likod~~ ang unang insert ay nasa lalo po akong madedelay. mahirap po kasing na makapoutput at target lalo na po kung mag-isa ako sa tatlong PC. Nagsusupport naman po ang kaso laang ay hindi pa rin kaya lalo na at paalis alis po ay sa isang board po nung sub wire ay dadran ng unang PC pangalawa at pangatlo bago po malayout. Mangkaka dugtung po ito at kung nasa likod po ang unang insert tapos mahaba ang wire, cobrang down time po kaya nakakapag-advance po ng wala sa oras. Halos lahat po ng ~~mag-a~~ ^{sub} ASSY na pumarton po dito bago pa ako ay ~~nahuli~~ nahuli na nag-aadvance insertion. ~~Sa sobra po ay nababalang~~ Sana po ay mabago ang sequence para na din po maiwasan ang advance insertion. Salamat po

Remarks/ Evaluation:

manpower adjustment. ~~No disciplinary action~~
still need to issue penalty based from memo.
to SU staff, Any difficulty, STOP-CALL-WAIT.
They are not allowed to do their own procedure.
- Please provide countermeasure for this.
- Celol low plan - few hrs required

Signature of Employee
Date: 10-26-19

J. ROXAS
Jr Staff
Date: 10-26-19

I. Javier
Staff
Date: 10-26-19

Supervisor
Date: 10-26-19

Manager
Date: 10/27

from Counseling:
stop offense
1 Day suspension



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.