



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 : 17\_PK17972  
Panaligan, Aprilyn Valdevieso

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 7-Feb-19

*APRILYN VALDEVIESO*

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense: <i>2nd</i> <i>FOR 3 DAYS SUSPENSION</i> <i>FEB. 20 - 22, 2019</i> <i>APRILYN VALDEVIESO</i>	
Line <i>DATIHATU 2103</i>	
Jr. Staff	
Staff <i>SV-117</i>	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 29-Jan-19 to name: Panaligan, Aprilyn Valdevieso

**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]*  
17\_PK17972

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 : 17\_PK17972

Panaligan, Aprilyn Valdevieso

*Aprilyn Valdevieso*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd offense

DATE : 2-Feb-19

This refers to the alleged offense(s) you have committed at 29-Jan-19 to name: Panaligan, Aprilyn Valdevieso

**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: *AP Panaligan*

17\_PK17972



FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII  
☒ PKIMT ☐ ADD EVEN

Control No: FALP-IA-1901-040

 DONARDEL QUARTERO Audited By:	 Noted By:
--	--

Name: Aprilyn Panaligan  
 Position: PKIMT associate  
 ID Number: 17-PK17972  
 Batch No.: 180  
 Car Model/Line: Minatsu/Line 2103

Process: Asy / kando gun  
 Group/Shift: PS - A  
 Date/ Time: Jan. 29, 2019 / 9:20am  
 No of Ofence: 1st  
 Superior Name: J. Vinas (staff)

Audit Findings: Unauthorized Repair / Hidden Repair

Details:

She was caught using side cutter to detached / cut clamp in assembly process.  
 cl-34410-B  
 As per interview she removed the clamp due to missing fixing taper under the clamp.  
 she get the side cutter on leaders desk.  
 She attached report and memorandum.

## WRITTEN EXPLANATION

Ako po si Aprilyn V. Panaligan ay nag cut ng clamp kahit bawal sa kadahilang walang fixing ang clamp. Pagkat po kasi may fixing muna bago ang clamp. kinuha ko po ang cutter sa leader desk.

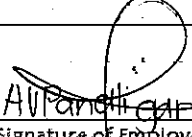
Counter measure:

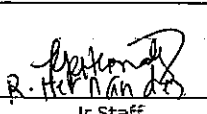
Di ko na po uulitin ang ganoong gawin dahil alam ko naman po talagang bawal ito pero girawa ko parin. Si na po talaga ito mauulit.

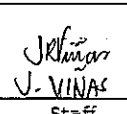
## Remarks/ Evaluation:

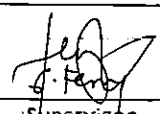
As per interview, mgs initiated the act and did not stop-call wait. She is aware that we she have done is wrong.

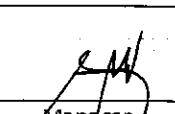
Please Issue I-R

  
Signature of Employee  
Date: \_\_\_\_\_

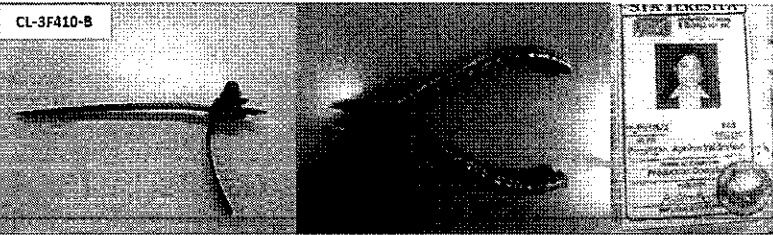
  
Jr Staff  
Date: \_\_\_\_\_

  
Staff  
Date: 01/29/19

  
Supervisor  
Date: 1-29-19

  
Manager  
Date: \_\_\_\_\_

# Alert Line Audit Report

Car Model	Daihatsu Inpanel/ D23L	JANUARY	Action Taken
Date/Time:	Jan. 29,2019/ 9:20am		
Line/ Process	2103/ Assembly		
Shift/ Group	DS-A		
Person Informed	J. Viñas (Staff)		
Details			
<p>Un-authorized Repair/ Hidden Repair</p> <p>PKIMT associate detached/cut clamp using side cutter in assembly process due to missing fixing tape under the clamp.</p> <p>&gt; As per interview, since her Jr Staff is in the warehouse she decide to get the side cutter in the leaders desk to do the noncompliance.</p>			



## 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.

**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

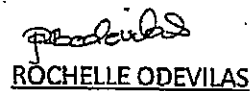
Noted by:

  
EUGENIO CAILAO

Production Department Manager

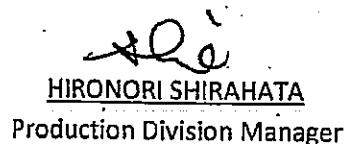
  
ARLENE RUBIO

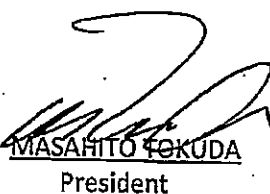
QA Section Manager

  
ROCHELLE ODEVILAS

HRT Section Manager

  
TAKEHIDE MARUOKA  
QA Department Manager

  
HIRONORI SHIRAHATA  
Production Division Manager

  
MASAHITO TOKUDA  
President

ECR 2 Time dictated - 3:24am  
- Connector backing Out - Previews  
TEN-12M on 10/16-10/20  
340US - 64 P80 / 50 P82 / 23  
- Time ECR 1  
@ 15am onwards

Fullen harness - 65 P80 / 50 P82 / 18  
- 11-27-18