



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\_PK25391  
Rubin, Eden Barrameda  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : 14-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st
	1-5 DAYS SUSPENSION
	Jan. 9-10, 2019
Line	DATA ENTRY 2102/R
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 8-Dec-18 to name: Rubin, Eden Barrameda

**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 & the particular duties and responsibilities inherent to the employee's work

**Description:**

**Not following SOP- Mass pulling during re sub assy**

You are hereby given 5 days upon receipt of this letter to explain in writing why you should not given a disciplinary action for s 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]* 12/14  
PKIMT Management

**Conforme:**

*[Signature]*

18\_PK25391

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\_PK25391

Rubin, Eden Barrameda - 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 11-Dec-18

This refers to the alleged offense(s) you have committed at 8-Dec-18 to name: Rubin, Eden Barrameda

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:

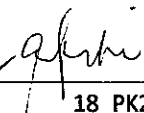
**Mass Pulling during re sub assy**

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\_PK25391

FURUKAWA - Production Operator

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

**FAS Coordinator**

**From:** "Jenny / Gene Rose Fruelda Ferry" <generose.fruelda.ferry@furukawaelectric.com>  
**Date:** Tuesday, December 11, 2018 8:21 AM  
**To:** <coordinator@pkimt.com>; "FAS Coordinator" <f-coordinator@pkimt.com>  
**Cc:** "Je / Jerald Ramos Ganadillo" <jerald.ramos.ganadillo@furukawaelectric.com>; "Julie / Maria Julie Bruno Sabido" <mariajulie.bruno.sabido@furukawaelectric.com>; "Roy / Roy Mikiel Boongaling Pentinio" <roymikiel.boongaling.pentinio@furukawaelectric.com>; "Angie / Angelica Vilela Tapalla" <angelica.vilela.tapalla@furukawaelectric.com>  
**Subject:** Issuance of Memo

Dear Mam Ernie,

Good day!

I would like to request issuance of memo for the members below:

- a. Daihatsu 2102, Morcilla , Mariel 17-PK12184 - *NS*  
 Violation: Unauthorized in assy (doing the process)  
 Date: Dec, 8, 2018
- b. Daihatsu 2103, Aprilyn Panaligan 17-PK17972 - *NS*  
 Violation: no checking of bando gun for the 3<sup>rd</sup> checking  
 Date: December 6, 2018
- c. Daihatsu Initial, <sup>*CRISTIN*</sup> ~~Jessen~~ Jessa Marie ~~Jessen~~ 17-PK11989 - *NS*  
 Advance filling up of checksheet  
 Date: December 5, 2018
- d. Nissan 6102, Analie Buisan 15\_PK01306 - *NS*  
 Violation: Encountered defect missing wire on sub assy due to noncompliance on process  
 Date: December 5, 2018
- e. Nissan Initial, Josephine Garcia, 18-PK26275 - *NS*  
 Violation: Not conducting barcoding resulting wrong terminal  
 Date: Dec.7, 2018
- f. Daihatsu 2102, Eden Rubin, 18\_PK25391 - *NS*  
 Violation: Mass pulling during re-sub assy, did not pull black wire and pull other wires (mass pulling). Upon checking affected cavity of shikakari not pulled have been damaged.  
 Date: Dec.8, 2018

Thank you po.

Regards,  
 Gene

12/11/2018




DATE: December 11, 2018

OFFENSE: \_\_\_\_\_

WRITTEN EXPLANATION:

Ako po si Eden B. Rubin, nagdutos po ang aking PC pero akin na pong inulit ang magpull-ulit ng mga wire di ko ramon po sinasadyang mag mass-pulling dahil sa aking katarantohan at ang nasa aming harapan ay si Mam Sean ako po eh kinakabahan, lalot siya po ang magpatay ng aking PC nang magdutos.

Pung anuman po ang ebatatol sa akin malugod ko pong tintanggap tung ako man po ay nagkasala. Pangad ko po ang inyong pang-arawa.

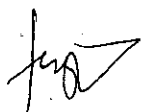
  
EDEN B. RUBIN

Signature over Printed Name

DAIHATSU / 2102

Car Model / Line

all wires were pulled  
by member one by one  
except for the black.  
I instructed her to  
pull the black & it  
was TBD upon checking  
the lance/cavity was  
damaged. Why member  
was pull when black should  
be pulled?





## 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; dishonorable 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.