

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 PK27074

Rosita, Lyka Valencia

FROM

: PKIMT Management

SUBJECT

: Notice for Suspension

300

No. of Offense

: 2nd offense

DATE

10/4/2019

This refers to the alleged offense(s) you have committed at 9/9/2019

- Chylanordi

to name:

OUBARU

ACKNOWLEDGE BY:

PKIMT

No. Offense:

3rd

Nov. 11-16, 2079

Rosita, Lyka Valencia

ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT

6 DAGE SUSPERSION

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 be given a disciplinary action for such offense. Fallure to comply would mean you voluntarily walve 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:

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 PK27074

Rosita, Lyka Valencia

Thylmoule

FROM

: PKIMT Management

SUBJECT

: Notice to Explain

No.of Offense

3rd offense

DATE

: 3-Oct-19

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

9-Sep-19

to name: Rosita, Lyka Valencia

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

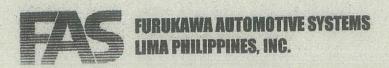
18 PK27074

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

FAS		Control No: +91P-18-1909-1153
AGENCY Please Specify: PKIM)		Audited By: Noted By:
Name: Lyka Rosita Position: qcqodale ID Number: RPK5-710R4 Batch No.: 234 Car Model/Line: Support 1106 Audit Findings: Un authorized Details: applarance conduct taping on applarance		Optrorana DS 19 Sept 9, 3019 7:00 Ht Ord F: Vergara
wri	TTEN EXPLANATION	N. The Court of th
- Nagara ka through the use a na may tinago daw ato sa italim wi ikolol yung aming great harness, to I.P. dahil ako at akinang pupunte niyang hinaharap yung bagay na kanta na wala akong tinagu at lang naman ang kinuha ko sa itali. Lamang harapapa ako na kutac? - Magara ko yun dala na an ng sahi ang absent lahal ng aming expert. - Galam arks bagay na alam kom	mich is kumuha lang. caka ballpen para sra a ng CR Ngayon ay tinago ko raw sa ila noone oras na yuu a ng toble namus f mog pangangailangan ay naka porton kun	naman ako na magic pile para aking hourly at yung aking lumapit siya va akin at pilit alim Ipinaliwanang ko naman ca ay magic pile ball pan at I.D. Pina review niya ang Catul para
COUNTERMEACURE & Thindi ka na po mulitin and aku authorized na persen para magis		stay na lamang ako ng
1 day suspension gle		
Signature of Employee Jr Staff	M State	Mas Hay



MEMORANDUM

TO

ALL EMPLOYEES

FROM

HUMAN RESOURCE & GENERAL AFFAIRS SECTION

STIBLECT :

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:

В	2 nd offense	Suspension of six (6) to ten (10) working days
С	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.