



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_PK27032
Culili, Ronabell Par *Ronabell*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : March 11, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st e DACK SUSPENSION MARCH 11-14, 2019 APRIL 3, 4, 2019 D2102
Line	
Jr. Staff	
Staff	<i>April 5, 2019</i> <i>Dayshift</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 19-Feb-19 to name: Culili, Ronabell Par

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:

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 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: *Culili/Ronabell*

18_PK27032

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_PK27032

Culili, Ronabell Par / *Ronabell Culili*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 10-Mar-19

This refers to the alleged offense(s) you have committed at 19-Feb-19 to name: Culili, Ronabell Par

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.

SIGNED BY:

[Signature]
PKIMT Management

Inform: *[Signature]*
18_PK27032

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-16-1902-097

<u>J. Cabangas</u> Audited By:	<u>PD Magadia</u> Noted By:
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Name: Culili, Ronabell
 Position: Associate
 ID Number: 18-PK27032
 Batch No.: 232
 Car Model/Line: DAIHATSU / 2102

Process: Sub Assy
 Group/Shift: A / NS
 Date/ Time: February 19, 2019 / 9:00
 No. of Offense: 1st
 Superior Name: F. Mojares

Audit Findings: Non-compliance on INSERT PULL method

Details:

- > Pulling of Base jig instead of wire during sub assy insertion
- > Connector name: SSG-TP-40FB
- > Color of wire: P / G / L /
- > Size of wire: 0.5 0.35
- > Type of wire: Joint wire, Civus

WRITTEN EXPLANATION

AKO PO SI RONABELL CULILI NA HUMIHINGI PO NA PAUMAHANIN SA DI KO PO SINACADYANG
 MAGHILA NG JIG HABANG AKOY MAG-INSERT SA KATUNAYAN PO KASI SA KADAHILANANG MAHIRAP PONG
 HILAHIN MO, MAY PROBLEMA PO (KASING) KASI YUNG JIG NAGIN-DELAY NA PO KASI AKO RUNG ORAS
 NA YUN IPINAPANGALO KO PONG DI NA PO MAUUUT ANG GANUNG PANGAYARI. PAUMAHANIN PO

Shirley Carat

STOP - CALL - WAIT

Please Issue I.R

Remarks/ Evaluation:

As per actual checking, member encountered hard time during pulling of wires (size 0.35). Base on force given (newton) as per standard 0.5 — 12 ± 2 N
 0.35 — 8 ± 0.5 N

The actual reading of the said jig was 13N (out of standard base on the size given). In this regard, kindly extend your written explanation to concern department why this problem encountered and to request to conduct checking on all sub pc jig @ PD2 w/ the same problem. — you must coordinate this as the

Ronabell
 Signature of Employee
 Date: _____

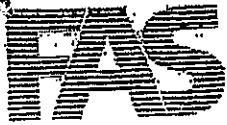
L. Alvarado
 Jr Staff
 Date: 02-20-19

J. Vinas
 Staff
 Date: 02/20/19

F. Mojares
 Supervisor
 Date: 2-21-19

PD
 Manager
 Date: 2/22

member's
 superior and
 control person
 of the 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 naayon 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.

iAlert Line Audit Report

Car/Model	DAIHATSU	FEBRUARY	Action Taken
Date/Time:	February 19, 2019		
Line/ Process	2102/Sub assy		
Shift/ Group	NS/A		
Person Informed	F.Mojares		
Details			
<p>>Non-compliance on INSERT PULL method</p> <p>>Pulling of Base jig instead of wire during sub assy insertion.</p> <p>>Connector name:SSG-TP-40FB</p> <p>>Color of wire:P/ G/ L/</p> <p>>Size of wire:0.5 0.35</p> <p>>Type of wire:Joint wire ,Civus</p>		