



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 : 19\_PK30089

De Villa, Gilbert Sastrillo */glla*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 27-Jul-19

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st - 1 DAY SUSPENSION MAY 22, 2019 15 AUG
Line	Mr. BORJA 1124
Jr. Staff	J. BORJA
Staff	M. BORJA
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 8/12
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 21-Jun-19 to name: De Villa, Gilbert Sastrillo

**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:**

**Non compliance 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: */glla*  
19\_PK30089

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

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**MEMORANDUM NO. HRADM**

TO : 19\_PK30089

De Villa, Gilbert Sastrillo *gla*

FROM : PKIMT Management

SUBJECT : Notice to Expalin

No.of Offense : 1st offense

DATE : 26-Jul-19

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This refers to the alleged offense(s) you have committed at 21-Jun-19 to name: De Villa, Gilbert Sastrillo

**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:

**Non compliance 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: *gla*

19\_PK30089

FURUKAWA - Production Operator

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

# ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP 18-1906-329

☒ AGENCY

Please Specify: PKINT

M. Dacanah	G. Magadia
Audited By:	Noted By:

Name: GILBERT DE VILLA  
Position: ASSOCIATE  
ID Number: 19-PK30089  
Batch No.: 252  
Car Model/Line: MAZDA 1124

Process: SUB-ASSEMBLY PROCESS  
Group/Shift: DS-A  
Date/Time: JUNE 21, 2019  
No. of Offense: 1<sup>ST</sup> OFFENSE  
Superior Name: M. ANTONIO

Audit Findings: NON-COMPLIANCE ON INSERT PULL METHOD



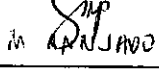


Details: CONDUCT MANUAL INSERTION WHEN ENCOUNTERED R-PULL

## WRITTEN EXPLANATION

AKO NA SI GILBERT DE VILLA SUB ASSY NG 1124 AY NAHULI NG  
ALERT NA DAL INSERT HABANG DALAWANG WANG ANG PL NA AKING LAMIT  
HAPIT PD AKO NG MGA GARS NA IYON HINDI KO NAMAN PD TALAGA INTENDYON  
MAL INSERT HABANG DAL NG NA PD ANG SUB PU, LAST WIRE AT LAST INSERTION  
NA DIN PD IYON KALO MINSAN PD AY DELAY ANG LABAS NG MGA "NK"  
KATUNAY NG R-PULL/DWIG KAYA NAKA INSERT NA PD AKO BAGO LUMABAS  
ANG R-PULL HINDI KO NAMAN PD NA CIRCULAR AT HINDI KO NA PA MULON

## Remarks/ Evaluation:

Please issue penalty

 Signature of Employee Date: 6/21/19	 Jr Staff Date: 07/04/19	 Staff Date: 07/04/19	 Supervisor Date: 07/04/19	 Manager Date: 7/1/19
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## 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 <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.