



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 : Mendoza, Felly May Naling
Mendoza, Felly May Naling *for Mendoza*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 24-Jan-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 2 days suspension Jan. 31 - Feb 1, 2019
Line	CS101 return Feb 2/2019-DS <i>for Mendoza</i>
Jr. Staff	
Staff	<i>hw</i>
ACKNOWLEDGE BY: KATHERINE O. CABRERA	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 7-Jan-19 to name: Mendoza, Felly May Naling

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:

Not following SOP

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:

John Claverin
PKIMT Management

Conforme: *for Mendoza*

Mendoza, Felly May Naling

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_PK21949

Mendoza, Felly May Naling *f m Mendoza*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 18-Jan-19

This refers to the alleged offense(s) you have committed at 7-Jan-19 to name: Mendoza, Felly May Naling

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:

Not following SOP

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:

Jm Claveria 1/18/19
PKIMT Management

Conforme: *f m Mendoza*
18_PK21949

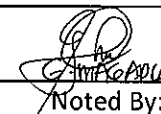
FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-IA-1901-004

J. MASAPOL	
Audited By:	Noted By:

Name: MENDOZA, FELLY MAY
 Position: ASSOCIATE
 ID Number: 18-PK21949
 Batch No.: 204
 Car Model/Line: SVT MAIN /S101

Process: APPEARANCE
 Group/Shift: B / NS
 Date/ Time: 01-07-19 / 09:50AM
 No of Offence: 1st
 Superior Name: I. BALABOCO

Audit Findings:

Details:

NOT PERFORMING POINT TO POINT SYSTEM ON APPEARANCE PROCESS.



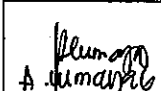
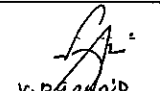
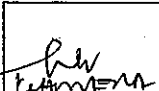
WRITTEN EXPLANATION

Ako po ay Na Audit Na Hindi Ko Po Na Point to Point Yung 2 lamp sa pagdula ng Buknang 4, Pero Hindi Po Parke Hindi Ko Na Point to Point Yung Pa Dula Na Yung Eh Hindi Ko Po Na Point to Point Yung labat Ng Porton Na yan Ngkation lang Po na Merged Ang Gamit Namin Malayo Po Yung Binabacomparan Po At ang Product Za Po Ay Ibaliba at big product Za Po Yung Inispekt Namin Eh Big Po Sa Akin At Nahiya K Lang Po Hindi Na Point to Point Yan Lahat Ang Inmalabas Po na mga Product Ay Ppring, Big Product at Ibaliba po Kaya Po Pandalas na Pin Po Ako Pero Ang Mada Dula Po Kami Ay Nag Papiint to Point Po Ako ng Ayas Pero Nag Papiint to Point Naman Po kung Ako Nagkation Lang Po Talaga Na Merged Ang Gamit Namin at Malayo Po Ang Binabacomparan ko at angpt Lang Po Kami Sa Halde Ngkation Po kasi kami ng Ide kaya Nagkaran Po ng work Adjustment at Nidagdagang Po Ang Porton Po.

Remarks/ Evaluation:

Sop is point to point

please issue I.R

 Signature of Employee Date: <u>01-07-19</u>	 Jr Staff Date: <u>01-07-19</u>	 Staff Date: <u>1-8-19</u>	 Supervisor Date: <u>1/8/19</u>	 Manager Date: <u>1/10/19</u>
---	--	---	---	--



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 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.

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1901-004

J. ngasara	
Audited By:	Noted By:

Name: Mondora, Felly May
 Position: Associate
 ID Number: 1B-PK21949
 Batch No.: Batch #204
 Car Model/Line: Line 501

Process: Appearance Process
 Group/Shift: Shift B / NS
 Date/ Time: 01-07-19 / 09:50
 No of Offence: 1st Offence
 Superior Name: ± Ballabaco

Audit Findings:

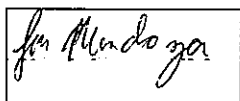
Details:

Not performing point to point system on Appearance process.

WRITTEN EXPLANATION

Ako po ay Nag-Andit sa Hindi Po Nag-Point sa Point System. Hindi Naman Po sa Hindi Ako Nag-Point sa Point system kung po na Big Product At Nagmamadali Po Dahil sa Big Product Malaki Po Ang Portion ko at Angat lang Po Kami sa Table. Sa Big lang Naman Po Ang Portion / ang Hindi ko ~~mag-Point~~ ^{mag-Point} sa point to point dahil malayo Po Nagingan po Ako. Don lang naman po sa Portion sa tan ang Hindi ko. Na po-Point to Point Pero sa ibang Portion ka naman po ayas po ang Akong mag-Point to Point. Kaya ko Naman po sya ipoint to Point kung po Small po sa akong Portion kung Big Product lang po Talaga Ako Hindi Nag-Point to Point sa Point ng Portion 4 dahil po ita ay Malayo at Nagingan po ako dahil mag-Point po po Akong inspection eh Sda po ay Patayos na malaki po ang Portion ko ang Big Product. Nung 5 po po Kami in table eh Nakakapag adjust po ako na tumatang Para po makat at mag-Point to Point ko mag-Point sa point. Eh Angat Na lang po kasi kami sa Table at Mondragon po po ang Portion ko at ungkaton na Big Product pa po ten kung po Hindi ko po po sya na po-Point to Point Pero pag 5 po kami kaya ko po yung syang mag-Point to Point, ako po ay nag-adjust nung po at nagkara po ng work adjustment.

Remarks/ Evaluation:

				
Signature of Employee Date: <u>01-07-19</u>	Jr Staff Date: _____	Staff Date: _____	Supervisor Date: _____	Manager Date: _____