



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_PK25758
Silang, Lyka Mae Florida *Lyka*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 19-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st - 2 mins suspension March 11 4 12 PM <i>Lyka</i>
Line	SUBUKI III - STAFF A
Jr. Staff	
Staff	<i>KW</i> KATHERINE O. CABRERA
ACKNOWLEDGE BY:	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 5-Jan-19 to name: Silang, Lyka Mae Florida

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 Follow SOP - Conduct Manual Insertion

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:

Lyka
PKIMT Management

Conforme: *Lyka*

18_PK25758

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_PK25758

Silang, Lyka Mae Florida 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 11-Feb-19

This refers to the alleged offense(s) you have committed at 5-Jan-19 to name: Silang, Lyka Mae Florida

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 Follow SOP - Conduct Manual Insertion

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This is for your guidance and strict compliance.

SIGNED BY:


PKIMT Management

onforme: 
18_PK25758



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-1A-1901-046

 E. ARTIZ	 G. Magadia
Audited By:	Noted By:

Name: SILANG, LYKA MAE
 Position: ASSOCIATE
 ID Number: B.PK
 Batch No.: 226
 Car Model/Line: SUZUKI / 511

Process: SUB-ASSY
 Group/Shift: NS-B
 Date/ Time: JANUARY 5, 2019 / 02:37 AM
 No of Offence: 1st
 Superior Name: ELSA GUMITA

Audit Findings: ADVANCE INSERTION ON 3 WIRES AT SUB-ASSY PROCESS

Details:

CONNECTOR NAME: PB-H-2FC-8-G


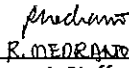
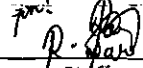
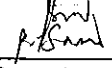

WIRE COLOR: YI / BE / GR

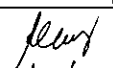
WRITTEN EXPLANATION

Naiinart ko na po yung VI/ ang himhinge po pala ay BT/ di ko poaalala na nag change product na po pala kami kaya po nalito na ako at di ko po napansin na nagkamali po ako ng insert di ko na po inaalit at pinagpatuloy ko na po same product lang naman po ang sumod na insert ang binagkalan lang po ay ang sumod-ranod na insertion. lagi po kase akong nalilito sa mga insertion sa lowest product po pare parehas lang naman rila.

Remarks/ Evaluation:

Please Leave I.R

 Signature of Employee Date: <u>01-30-19</u>	 R. MEDRANO Jr Staff Date: <u>01-30-19</u>	 Staff Date: <u>01-30-19</u>	 Supervisor Date: <u>1-30-19</u>	 K. KERNERA Manager Date: <u>1/31/19</u>
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2/7/2019
rejoan



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.

Alert Line Audit Report

Car Model	SUZUKI YKA	JANUARY	Action Taken
Date/Time:	1/5/2019/ 02:37 am	 	
Line/ Process	5111		
Shift/ Group	NS-B		
Person Informed	Ms.Elsa Comita		
Details			
<p>Associate was caught doing advance insertion of 3 wires on sub assy process.</p> <p>Connector: PB-H-2FC-B-G/ DSH-2F-GR-VII, BE/ Product:36630-57-SKO(2)-P Name:Lyka Mae Silang Batch: 226</p>			