



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\_PK25130  
Malapitan, Saireynel Ocampo *JO*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd offense

DATE : 3/1/2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd Offense FOR 6 DAYS SUSPENSION MARCH 11 ~ 16, 2019 Return March 18 @ DS - Refresh
Line	SUZUKI 401 V714 - NR
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>KW</i> KATHERINE O. CABRERA	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 20-Feb-19 to name: Malapitan, Saireynel Ocampo

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 on Dimension Inspection**

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:

*Jo*  
PKIMT Management

Conforme: *SP*

18\_PK25130


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\_PK25130  
Malapitan, Saireynel Ocampo   
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd offense  
DATE : 28-Feb-19

This refers to the alleged offense(s) you have committed at 20-Feb-19 to name: Malapitan, Saireynel Ocampo

**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:**

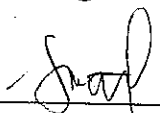
**Unauthorized Repair / Hidden Repair on Dimension Inspection**

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**

onforme:   
18\_PK25130

FURUKAWA - Production Operator


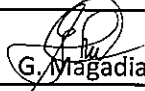
(Please attach your written explanation upon returning of this letter)

1	2	ID NO	NAME	DATE COMMITTED	O.V.#	Omission or com	DISCRIPTION	Penalty
7525		18_PK25130	Malapitan, Saireynel Oca	7/30/2018	48	Omission or com	Confiscated Item 2 pcs Mentos	Written Warning
7689		18_PK25130	Malapitan, Saireynel Oca	8/20/2018	48	Omission or com	Confiscated items (Fork and Sp	Suspended Sept 12, 2018
8183		18_PK25130	Malapitan, Saireynel Oca	11/7/2018	48	Omission or com	Unauthorized person doing repair at Dimension process - Inspector caught adding tape	Suspension date on Nov 27~28, 2018
8621		18_PK21592	Hermosa, Mary Grace Co	1/15/2019	48	Omission or com	Late filing of leaveform	Written Warning
8622		18_PK25130	Malapitan, Saireynel Oca	1/3~4/2019	52	Absence from wor	2 days Absent with Invalid Reas	Suspended Feb 6, 2019
8794		18_PK25130	Malapitan, Saireynel Oca	2/20/2019	48	Omission or com	Unauthorized Repair / Hidden Repair on Dimension Inspection	NTS

# I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII  
☒ PKIMT ☐ ADD EVEN

Control No: FAUP-18-1902-099

 C. Resonador	 G. Magadia
Audited By:	Noted By:

Name: Malapitan Saireynel O.  
 Position: Associate  
 ID Number: 18- PK 25130  
 Batch No.: 223  
 Car Model/Line: YDI / L 5119

Process: Dimension  
 Group/Shift: B / DS  
 Date/ Time: 9:45 am  
 No. of Offense: First offense  
 Superior Name: M. De Guzman

Audit Findings: UNAUTHORIZED REPAIR / HIDDEN REPAIR ON DIMENSION INSPECTION

Details: Associate caught in act pulling of branch, not following STOP, CALL & WAIT and pull the spot taping due to short dimension.

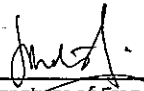
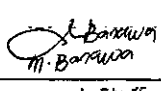
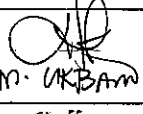

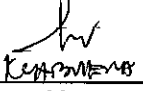
## WRITTEN EXPLANATION

Ako po si saireynel Malapitan ay hindi inasadyang nakapag adjust ng isang spot / fixing tape kung kaya't nagkaroon po ng umbot na wire sa aking portion dahil kung bakit ko napasidha ang wire. Hindi ko po inasadya sa kadahilanan pong hindi naman nya NB o short dimension, rinakla ko lamang po ang isang spot taping sa kanyang rukat dahil ito'y optional lamang. Hindi ko na po nagawang magtawag ng Jr. Staff o Expert sa otas na iyon dahil bukod sa hindi iyo NB, paulit-ulit na lang nang nape-feedback sa gumagawa.

Marapatin nyo po sana ang ating paliwanag, hindi na po ako gagawa ng kahit anong makatawid sa aking trabaho. Pagbubuhin ko po ang ating trabaho. Sana po'y inyong maunawaan. Meraming salamat po.

## Remarks/ Evaluation:

please / sue / R

 Signature of Employee Date: <u>02/20/19</u>	 Jr Staff Date: <u>02/22/19</u>	 Staff Date: <u>2-22-19</u>	 Supervisor Date: <u>2-22-19</u>	 Manager Date: <u>2/22/19</u>
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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 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 <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.