



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 : 17\_PK16148  
Alim, Anabelle Nazarte *Anabelle Alim*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 2nd - offense

DATE : 19-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ AS. ESMENT	
No. Offense:	2nd FOR 6 DAY SUSPENSION MARCH 4-9, 2019 Anabelle Alim return on March 11, 2019 - Days Shift
Line	SV117 - Shift B
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 4-Jan-19 to name: Alim, Anabelle Nazarte

**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 - 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: *Anabelle Alim*

17\_PK16148

FURUKAWA - Production Operator

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

24  
41  
17



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

**MEMORANDUM NO. HRADM**

TO : 17\_PK16148  
Alim, Anabelle Nazarte *Anabelle Alim*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No.of Offense : 2nd offense  
DATE : 11-Feb-19

This refers to the alleged offense(s) you have committed at 4-Jan-19 to name: Alim, Anabelle Nazarte

**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 - 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.

NOTED BY:  
*[Signature]*  
**PKIMT Management**

Conforme: *Anabelle Alim*  
17\_PK16148  
FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this letter)

# I ALERT WRITTEN EXPLANATION

Control No: FALP-1A-1901-002

☐ FAS ☐ MDHII  
☒ PKIMT ☐ ADD EVEN

D. Themsem  
 Audited By: G. Magadia  
 Noted By:

Name: Alim Anabelle  
 Position: Associate  
 ID Number: 17-PK16148  
 Batch No.: 172  
 Car Model/Line: Suzuki YD1 / 5117

Process:  
 Group/Shift: B / NS  
 Date/ Time: 01-04-19 /  
 No of Offence: 1st  
 Superior Name: B. De Castro

Audit Findings: Non compliance on insert-pull method

Details:

Did not conduct pulling of wire  
Product: 36620-79RLD  
Lot: 59WE68  
Color of wire: BE / BR / GO  
Connector name: AB2-12F-B

## WRITTEN EXPLANATION

PASENGER NA PO KUNG KUNG DI PO AKO NAKAPAGPULL DUN SA  
 TAYLONG WIRE NA AKING ININSERT, NANGULUG KO TO KASI UNTAULUNG  
 STATION IIKOT NA PO UNG BOARD KAYA PO SA PAGMAMADALI KO PONG  
 MAG-INSERT EH NALIMUTAN KO NA PONG MAGPULL  
~~PERO~~ <sup>NOI</sup> ~~WAGT~~ <sup>NA</sup> ~~NAHA~~  
 SA WALANGON PO DI KO NA PO KALILIMUTANG MAG-INSERT PULL  
 SA LAHA NG AKING INSERT.

1	2	ID NO	NAME	DATE COMMITTED	O.V.#	Omission or com	DISCRIPTION	Penalty
8507		17_PK16148	Alim, Anabelle Nazarte	12/19/2018	48	Omission or com	Not Follow SOP - Unauthorized Repair	Suspended Feb 5-8, 2019
8736		17_PK16148	Alim, Anabelle Nazarte	1/4/2019	48	Omission or com	Not follow SOP - Non compliance on Insert-Pull Method	NTE

<u>Anabelle Alim</u> Signature of Employee Date: <u>01-04-19</u>	<u>BERNARD NAZARTE</u> Jr Staff Date: <u>02-02-19</u>	<u>Bernard Nazarte</u> Staff Date: <u>02-02-19</u>	<u>A. PEREZ</u> Supervisor Date: _____	<u>KARINA</u> Manager Date: <u>2/4/19</u>
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+ 1 month interval

galea  
2/7 9:45am



## 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.