




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**

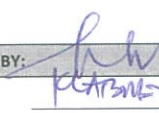
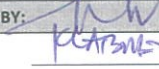
TO : 18\_PK25496   
Cael, Raymond Martinez

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 2-Aug-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	Act - 1 DAY SUSPENSION AUG. 20, 2019
Line	(Puzuki) 5721
Jr. Staff	
Staff	
ACKNOWLEDGE BY:  MANAGER  8/5/19	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 5-Jul-19 to name: Cael, Raymond Martinez

**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:


**Unauthorized person doing the process**

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

Conforme:   
18\_PK25496

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\_PK25496   
Cael, Raymond Martinez

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 1-Aug-19

This refers to the alleged offense(s) you have committed at 5-Jul-19 to name: Cael, Raymond Martinez

**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:


**Unauthorized person doing the process**

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**

Conforme: 

18\_PK25496

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-W-1907-429

☒ AGENCY

Please Specify: PKMT

<u>now</u> <u>Magadia</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Carl, Raymond  
Position: Associate  
ID Number: 18-PK25496  
Batch No.: 223  
Car Model/Line: SUZUKI 5123 5121

Process: Sub Assy Process  
Group/Shift: DS 1B  
Date/ Time: 07-08-19 / 1:20PM  
No. of Offense: 1st offense  
Superior Name: B. De castro

Audit Findings: Un-authorized operator doing the process

Details:

Associate doing sub-assy process without authorization badge.

Remarks: Associate was original operator on Suzuki 400. He only support  
co-operator during breaktime.

## WRITTEN EXPLANATION

Kaya po ako nakapag-sub sa 5123 ang dahil ng kusa akong tumulong sa mga kaibigan ko at nakita ko po kasi na walang-walang buffer ang sub na ginagap ng kaibigan, kahit na hindi po ako authorized sa process na yun. alam ko naman pong bawal ang magprocess during breaktime at lalong lalo na kung hindi ka authorized sa process na yun, pero naiawa po kasi ako sa kaibigan ko dalawang sub po kasi ang hawak niga, kaya ko po siya tumulongan.

## Remarks/Explanation

You must still follow SOP.

To request to Jr. Staff to make cross training so he can help

please issue Penalty

<u>[Signature]</u> Signature of Employee Date: <u>7/08/19</u>	<u>[Signature]</u> Jr Staff Date: <u>7/08/19</u>	<u>[Signature]</u> Staff Date: <u>7/08/19</u>	<u>[Signature]</u> Supervisor Date: <u>7-8-19</u>	<u>[Signature]</u> Manager Date: <u>07-08-19</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 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.