



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\_PK22690

Hidalgo, Estelita Hernandez

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 5-Jan-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	4th 10th SUSPENSION
Line	5123-B
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	Hidalgo
Eliminate Pre-printed name/ Date	

This refers to the alleged offense(s) you have committed at 13-Dec-18 to name: Hidalgo, Estelita Hernandez

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:

  
PKIMT Management

Conforme:

18\_PK22690

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\_PK22690  
Hidalgo, Estelita Hernandez *EHidalgo*  
FROM : PKIMT Management  
SUBJECT : Notice to Explain  
No. of Offense : 1st Offense  
DATE : 3-Jan-19

This refers to the alleged offense(s) you have committed at 13-Dec-18 to name: Hidalgo, Estelita Hernandez

**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 in 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.

**SIGNED BY:**

*[Signature]*  
**PKIMT Management**

onforme: *[Signature]*  
18\_PK22690

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII  
☒ PKIMT ☐ ADD EVEN

Control No: SC2-12-18

<i>[Signature]</i> D. TENSEN Audited By:	<i>[Signature]</i> G. MAGANA Noted By:
--	--

Name: Estelita, Hidalgo  
 Position: Aggravate  
 ID Number: 18-PR 22690  
 Batch No.: 207  
 Car Model/Line: YDI Suzuki / 5123

Process: Layout  
 Group/Shift: B / DG  
 Date/ Time: 12/13/18 10:50 AM  
 No of Offence: 1  
 Superior Name: MRS. REBELYN DE CASTRO

Audit Findings: Non compliance on Insert Pull Method  
 Details:

> did not conduct pulling of wire on conn. RFE - DGE - LDF - B  
wire color: LG  
Product: JWB20 - TDRLO (1) - 2-p

## WRITTEN EXPLANATION

ako po si Estelita H. Hidalgo ng YDI Suzuki Line  
 5123 ay nahuli ng alert na hindi na pull ng LG na  
 kulay Kasi naging ko po yun sound: nung time na  
 lang na yun ako hindi nag pull nahuli po  
 ako hindi ko na po ulitin lagi na po  
 ako nag pull  
 sinamad ng po ako SOP na insert pull method

Please Issue I.R

Remarks/Evaluation:

*[Signature]*  
 Signature of Employee  
 Date: 12-13-18

*[Signature]*  
 Jr Staff  
 Date: 12-14-18

*[Signature]*  
 Staff  
 Date: 12-21-18

*[Signature]*  
 Supervisor  
 Date: 12/21/18

*[Signature]*  
 Manager  
 Date: 12/20



## 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.