



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 : 19\_PK30526  
NAME : Roxas, Jonel Esmana  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : January 31, 2020

PKIMT	
ACKNOWLEDGEMENT FOR	
COMMENTS/ ASSESSMENT	
No. Offense:	2nd
2 days suspension	
Feb. 25-26, 2020	
Line/Shift	# 3MS-A
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 12/10/2019 to name: Roxas, Jonel Esmana

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 following SOP in Sub Assy (Advance insertion)**

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:   
19\_PK30526

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 : 19\_PK30526  
NAME : Roxas, Jonel Esmana ✓  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 2nd Offense  
DATE : 21-Jan-20

This refers to the alleged offense(s) you have committed at 10-Dec-19 to name: Roxas, Jonel Esmana

**Violation Offense | 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 following SOP in Sub Assy (Advance insertion)**

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:

19\_PK30526

FURUKAWA - Production Operator

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

# I-ALERT WRITTEN EXPLANATION

☐

FAS

☒

AGENCY

Please Specify: PRINT

Control No: FAIP-1A-1712-347

R-Allegro R-ALLEGRO	
Audited By:	Noted By:

Name: Roxas, Jonel  
Position: Associate  
ID Number: 19-PK30526  
Batch No.: 254  
Car Model/Line: Honda /3115

Process: Sub-Accy  
Group/Shift: A/DS  
Date/Time: 12-10-19 / 10:40am  
No. of Offense: Second Offense  
Superior Name: R-RANDS

Audit Findings: Non-compliance on INSERT - Full method.

Details: Associate was caught in act conduct advance insertion on connector  
TRH-SB-BF-B, B/ Chikakari 155.

## WRITTEN EXPLANATION

HINDI PO AKO NAKATINGIN SA PC BAGO MAG INSERT  
TAPOS PAG HANAP KO NG WIRE AY NA WEDNG PICK  
AKO KAYA SA HALID NA PALITAN KO PA PO YUNG  
KULAY NA HAWAK KO EH ININCERT KO NA YUNG  
WIRE NA HAWAK KO BAGO KO ININCERT ANG  
WIRE NA HINIHINGI NG SUB PC. MEDYO DELAY  
NA DIN KASE KAMI SA PANG GUPPY KAYA  
KELANGAN MAKAPAG SUPPLY AGAD KAMI PARA PO DI  
KAMI MAUBUSON NG PANG BUKUMI

PARA PO HINDI NA MAULIT ITD TITINGAP  
NA AKO SA PC BAGO MAG INSERT

## Remarks/ Evaluation:

☐

i-Alert Written Explanation Only

☒

Agency/FALP Written Explanation Only  
(based from Handbook)

☐

Need day/s Suspension (based from FALP  
Handbook & Memo for Major Non-  
Compliance)

Signature of Employee  
Date: 12/12/19

Jr Staff  
Date: 12/12/19

Staff  
Date: 12/12/19

Supervisor  
Date: 12/13/19

Manager  
Date: 12/18/19





## 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.