



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\_PK33316  
NAME : Cruzat, Rachelle Limbo *Rachelle*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : December 2, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	147
1 day suspension	
12/17/19 Rachelle	
Line/Shift	11-15 / A
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/15/2019 to name: Cruzat, Rachelle Limbo

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-Conduct Mass Pulling**

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: *Rachelle*  
19\_PK33316

FURUKAWA - Production Operator

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



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

**MEMORANDUM NO. HRADM**

TO : 19\_PK33316  
NAME : Cruzat, Rachelle Limbo *Rachelle*  
FROM : PKIMT Management  
SUBJECT : Notice to explain  
No. of Offense : 1st offense  
DATE : 2-Dec-19

This refers to the alleged offense(s) you have committed at 15-Nov-19 to name: Cruzat, Rachelle Limbo

**Violation Offense I V**

**OFFENSES AGAINST COMPANY INTEREST**

Section No. 10

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NOTED BY:

PKIMT Management

Conforme: *Rachelle*  
19\_PK33316

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR 1A-1911-3176

☒ AGENCY

Please Specify: PHINT

<u>R. Ramos</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Cruzat, Rachelle  
Position: associate  
ID Number: 18-PR 33316  
Batch No.: 207  
Car Model/Line: Honda / 3115

Process: Sub assembly  
Group/Shift: DS-A  
Date/ Time: Nov. 15, 2019 / 2:40  
No. of Offense: 14  
Superior Name: R. Ramos

Audit Findings: Non Compliance on insert pull method

Details:

conduct mass pulling on connector JEN - YSN14 - 24 - CR

## WRITTEN EXPLANATION

Ako po si Cruzat Rachelle ay na audit  
na Alert sa kada bilanang gusto ko pong maka-  
buffer kahit papaano kaya po nawala po sa isip ko  
na bawal mag mass pulling. Nangangako po ako na hindi  
ko na ulitin pa mag mass pulling.

11/20 - 7 magmamadali para mag sarat na supply sa bulcumi.  
7 remind her to follow standard operating procedure (SOP) during

## Remarks/ Evaluation:

Issue penalty based from memo.

<u>Rachelle</u> Signature of Employee Date: <u>11-18-19</u>	<u>[Signature]</u> Staff Date: <u>11-18-19</u>	<u>[Signature]</u> Staff Date: <u>11-18-19</u>	<u>[Signature]</u> Supervisor Date: <u>11/18/19</u>	<u>[Signature]</u> Manager Date: <u>11/19/19</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.