



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 : 16\_PK08325  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : 5-Jan-19

This refers to the alleged offense(s) you have committed at 12-Dec-18 to name: Nojor, Lorezel Gutierrez

**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 in 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: *[Signature]*  
16\_PK08325

FURUKAWA - Production Operator  
(Please attach your written explanation upon returning of this)

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT			
No. Offense: 1st FOR 4 DAYS SUSPENSION Jan 22-25, 2019 <i>[Signature]</i>			
Line (VUZEL) (708) Jr. Staff Staff			
ACKNOWLEDGE BY:			
MANAGER		<i>[Signature]</i> Signature Over Printed name/ Date	

**MEMORANDUM NO. HRADM**

TO : 16\_PK08325

Nojor, Lorezel Gutierrez

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 22-Dec-18

This refers to the alleged offense(s) you have committed at 12-Dec-08 to name: Nojor, Lorezel Gutierrez

**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.

**NOTED BY:**

**PKIMT Management**

Conforme:

16\_PK08325


FURUKAWA - Production Operator

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

### ALERT WRITTEN EXPLANATION

<input type="checkbox"/>	FAS	<input type="checkbox"/>	MDHII
<input checked="" type="checkbox"/>	PKIMT	<input type="checkbox"/>	ADD EVEN

Control No: 514-12-18

J. Morales	
Audited By:	Noted By:

Name: LOREZEL, NOUOR  
Position: ASSOCIATE  
ID Number: 6-PK08325  
Batch No.: BATCH 24/  
Car Model/Line: LINE 51095108

Process: SUB-ASSY ✓  
Group/Shift: SHIFT A / NS  
Date/ Time: 12-12-18 / 02:25 am  
No of Offence: 1ST OFFENSE  
Superior Name: D. AGAPAY / R. VALCUEVA

### Audit Findings:

Details: NON-COMPLIANCE ON INSERT-FULL METHOD

7. Caught in act encountered NS (R-Pull shikakari 103 gr), conduct advance insertion on connector GTDC-F-PST shikakari 106 %.

### WRITTEN EXPLANATION

Noong Gabi po kase na yon, kita kopo na mamani pa akong wire na for sub, c nang aalal kwento na, ang isip ko po kasi lagi ay maubos ko ang plan ko kung mag-uubos. Naaaklatan pa rin delay ako at nakita ko pa na may meeting ang mga asy sa inspection, kinuha ko ang packaklatan na maka buffer, at dahil sa mamamihan lagi ang plan ko, tapos apat na harness po po ang kailangan kong gawin para sa isang board mag minadali ko po ang pag-sa-sub. Ang ginagawa ko po kasi, pag nang-a-sub pagka insert ko ng isa kasunod na agad agad ang pag-insert ng kasunod na wire, kaya noong time na yon po pagka insert pull ko ng 102 gr/. Kasunod po non ang pagtung ng ANDON na p-napasabay ang pag insert ko ng 106 y/. Pasaya na po sa nagawa ko manay lang po kasi ako sa manual sub ko dati, ngayon ko palang po ginagawang aisa pag sa-sub ko sa Sub PC.

## Remarks/ Evaluation:

please issue I.R

Signature of Employee  
Date: 12-14-13

Joanna Marie Soriano  
Jr Staff  
Date: 12-14-18

D. A. [Signature]  
Staff  
Date: \_\_\_\_\_

Supervisor  
Date: 12/14/2011

h  
KAPPA  
Manager  
Date: 12/17/14

received: *John  
12/21/08  
10:28 am*



## 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.