



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\_PK27074  
Rosita, Lyka Valencia *[Signature]*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : <sup>3rd</sup>~~2nd~~ offense  
DATE : 10/4/2019

|  |   |
|--|---|
| PKIMT  | ACKNOWLEDGEMENT FORM  |
| COMMENTS/ ASSESMENT  |   |
| No. Offense: 3rd<br><del>Act</del> - 6 DAYS SUSPENSION<br>Nov. 11-16, 2019 |   |
| Line 0000000000 / A  |   |
| ACKNOWLEDGE BY:  |   |
| MANAGER  | <i>[Signature]</i> / 12-14<br>Signature Over Printed name/ Date |

This refers to the alleged offense(s) you have committed at 9/9/2019 to name: Rosita, Lyka Valencia

**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:**

**Unauthorized Repair / Hidden Repair**

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: *[Signature]*  
18\_PK27074

FLIRUKAWA 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 : 18\_PK27074

Rosita, Lyka Valencia

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : <sup>3rd</sup>~~2nd~~ offense

DATE : 3-Oct-19

This refers to the alleged offense(s) you have committed at 9-Sep-19 to name: Rosita, Lyka Valencia

**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 Repair / Hidden Repair**

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\_PK27074

FURUKAWA - Production Operator

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



# I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-18-1905-113

☐ AGENCY

Please Specify: PKIM

|                                |                   |
|--------------------------------|-------------------|
| <u>Amadaarran</u><br>A. Dauran | <u>G. Magadia</u> |
| Audited By:                    | Noted By:         |

Name: Lyka Rosita  
Position: associate  
ID Number: 18PK527084  
Batch No.: 232  
Car Model/Line: Subaru 1106

Process: Appearance  
Group/Shift: OS/1A  
Date/ Time: Sept 9, 2019 1:00  
No. of Offense: 1st Off  
Superior Name: F. Vergara

Audit Findings: Unauthorized / Hidden Repair

Details:

appearance conduct taping on appearance process

## WRITTEN EXPLANATION

- Na-audit naya ko through the use of CCTV camera. Noong oras na iyon ay nakita naya ako na may tinago "daw" ako sa ilalim which is kumuhang naman ako ng magic pile para ibalot yung aming guest harness, traka ballpen para sa aking hourly at yung aking I.D. dahil ako ay akimang pupunta ng CR. Ngayon ay lumapit siya sa akin at pinatayag kinsabaw yung bagay na tinago ko rwa sa ilalim. Ipinaliwanag ko naman sa kanya na wala akong tinago at noong oras na yun ay magic pile ballpen at I.D. lang naman ang kinuha ko sa ilalim ng table namin. Pina-review naya ang CCTV para lamang hanapan ako ng buhat!

- Nagawa ko yun data na ginagamit ng salting panganghikang ng live. Maraming manpower ang ang absent, labal ng aming expert ay naka-portion kung kapa't naglakas-lab nakong gawin ang bagay na alam kong buhat!

### COUNTERMEASURE:

- Hindi ko na pu mulitin ang aking ginawa. Maghihintay na lamang ako ng authorized na person para magrepair o magtape.

Remarks/ Evaluation:

1 day suspension

|   |   |   |  |   |
|---|---|---|--|---|
| <u>Amadaarran</u><br>Signature of Employee<br>Date: <u>09/12/19</u> | <u>Jorge Obvela</u><br>Jr Staff<br>Date: <u>9/12/19</u> | <u>m. p. p. p.</u><br>Staff<br>Date: <u>9-12-19</u> | <u>Alfonso</u><br>Supervisor<br>Date: <u>9-14-19</u> | <u>h. g. g.</u><br>Manager<br>Date: <u>9/20</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 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.