



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 : 17_PK16169
Lalap, Marimar Galosa ✓ *Jalalop*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : 20-Dec-18

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>Act</i>
	<i>1-5 DAYS SUSPENSION</i>
	<i>2 DAYS</i>
Line	<i>DEC. 11M - 7 + 8, 2019</i>
Jr. Staff	<i>(1977) - A</i>
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>#1011111111</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 17-Nov-18 to name: Lalap, Marimar Galosa

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:

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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
17_PK16169

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 : 17_PK16169

Lalap, Marimar Galosa *✓ Jalalap*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st Offense

DATE : 1-Dec-18

This refers to the alleged offense(s) you have committed at

17-Nov-18

to name: Lalap, Marimar Galosa

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:

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 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:

Jalalap
PKIMT Management

Conforme: *✓ Jalalap*

17_PK16169

FURUKAWA - Production Operator


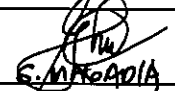
(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

Control No: S07-11-18

☐ FAS

☒ PKIMT

 D. Cartero	 E. N. ADIA
Audited By:	Noted By:

Name: Maricar Lalap
Position: Associate
ID Number: 17-PKIMT
Batch No.: 175
Car Model/Line: Suzuki YD1/ 5117

Process: Sub-Assembly
Group/Shift: NS-A
Date/ Time: Nov. 17, 2018/ 11:20pm
No of Offence: 1st offence
Superior Name: PD-SV J. Topacio

Audit Findings: Non-compliance on INSERT/ PULL method

Details:

- Caught doing manual insert on Sub-assembly process.
- See attached memorandum for the said non-compliance HRGA-2018-04-14
- See attached report.

WRITTEN EXPLANATION

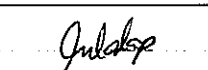
AKO PD SI KARIMAR LALAP AY KATHUL NG I-PART
NA IUPAG NA KATHUL SA KAPAHILANAN NA AKO PD AY SO BRONG
DELAY NA DELAY PERO HINDI NAMAN PD TIRAGA AKO IUPAG NA KATHUL
PASAGKIN NA PD.

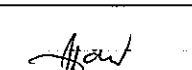
Please Iave I.R

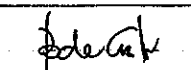
Remarks/ Evaluation:

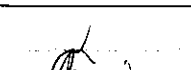
There is lack of assessment in the capacity of associate assign in affected subassy. Before ~~on~~ there is 2 MP assign, when plan decrease and in panel is divided into 2 line only 1 mp allotted to sub 7. There is encountered delay however no permanent support (if delay) was given to associate.

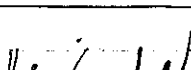
Action: Identify fix sub (2-3 MP) to familiarize in sub 7 and will automatically support whenever there is delay

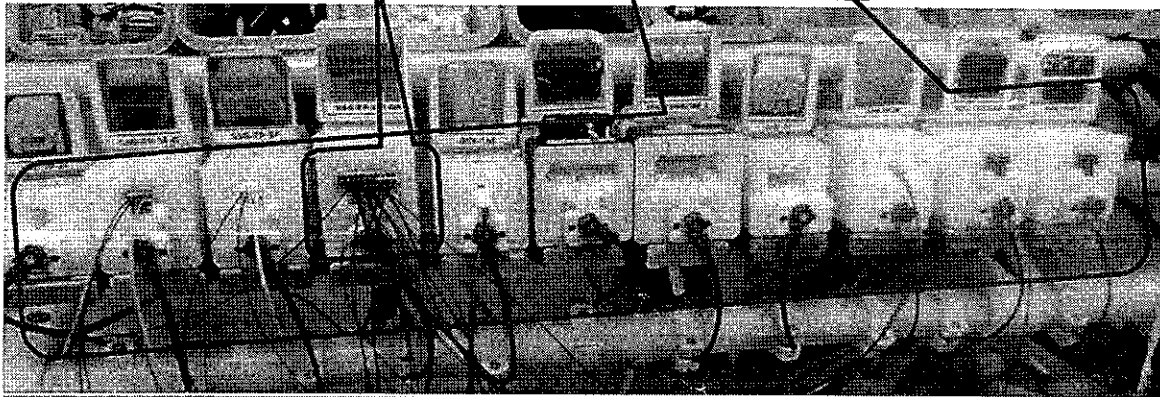
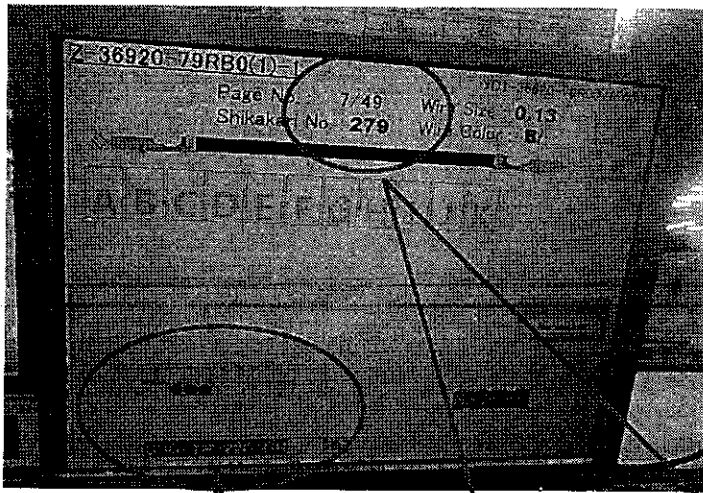

MARICAR LALAP
Signature of Employee
Date: 11-17-2018


J. CONSULTA
Jr Staff
Date: 11-17-2018


D. CASTRO
Staff
Date: 11-20-18


M. TORRES
Supervisor
Date: 11-18-18


E. N. ADIA
Manager
Date: 11/20/18



All wires are already inserted but base on Sub-PC machine only 7 shikakari out of 49 insertion was only inserted.



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 nd offense	Suspension of six (6) to ten (10) working days
C	-	3 rd offense	Suspension of eleven (11) to fifteen (15) working days
D	-	4 th 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 paggawang defect); this shall be considered as product sabotage.