



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_PK27590
Onday, Manilyn Kanay *McOnday*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 5-Jan-19

PKIMT	ACKNOWLEDGEMENT FORM
COMMENTS/ ASSESMENT	
No. Offense: 651 2 DMK SUSPENSION Jan-21-22, 2019 <i>McOnday</i>	
Line 04710	
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 13-Dec-18 to name: Onday, Manilyn Kanay

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: *McOnday*

18_PK27590

FURUKAWA - Production Operator

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

MEMORANDUM NO. HRADM

TO : 18_PK27590

Onday, Manilyn Kanay - *Mkanay*

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 13-Dec-18 to name: Onday, Manilyn Kanay

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 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.

SIGNED BY:

[Signature]
PKIMT Management

[Signature]
18_PK27590

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

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

Control No: 561-12-18

Name: O'nday, Hanilyn
Position: Associate
ID Number: 18-PR2759C
Batch No.: 235
Car Model/Line: SUZUKI 5710

Process: SUB-ASGY
Group/Shift: DS-B
Date/ Time: 12-13-18
No of Offence: 1st
Superior Name: MAHMEGA

Audit Findings: (UNAUTHORIZED) NON-COMPLIANCE ON INSERT-PULL METHOD

Details:

CONDUCT ADVANCE INSERTION ON CONNECTOR SSG-TP-2F
PRODUCT: 3678D-8150D-4-P, BASED ON SUB PL THE NEEDED CHIKAKARI WAS PAGE NO.; 12/35
COLOR: GR/ BUT SHE ALREADY INSERTED PAGE NO; 14/35.

WRITTEN EXPLANATION

Ako po si Marilyn laday ay nahuling nag-advance insert, sa kadahilangang ang akala ko po ay ipon na ang kasunod at hindi po ako tumingin ng natapos sa young sub-PC.

sa kasunod ay hindi ko na po ito hahayaan magalit muli, kasunod na po ako sa standards

Remarks/ Evaluation:

Please Issue I.R

Signature of Employee: M. L. Day
Date: 12-15-18

f. cl. e
 N. Valencio
 Jr Staff
 Date: 12-15-18

~~CONFIDENTIAL~~
Staff
Date: 12/15/18

[Signature]
C. Cortada
Supervisor
Date: 6/10/18

Manager
Date: 12/18/14

Received: green
by hand
10:22 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 naayon 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 paggawa ng defect); this shall be considered as product sabotage.