



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\_PK24904  
Senangelo, Angelika Hiwatig *Senangelo*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 1st offense  
DATE : March 25, 2019

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense: <i>1st</i> <i>10 DAY SUSPENSION</i> <i>APRIL 02, 2019</i>			
Line	<i>74102</i>		
Jr. Staff	<i>SPONTANEOUS</i> <i>TS - Admin 1st</i>		
Staff	<i>MS - Divino</i>		
ACKNOWLEDGE BY:		<i>KATHERINE O. CABRERA</i>	
MANAGER		Signature Overprinted name/ Date	

This refers to the alleged offense(s) you have committed at 16-Mar-19 to name: Senangelo, Angelika Hiwatig

**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 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:**

*Senangelo*  
**PKIMT Management**

Conforme: *Senangelo*  
18\_PK24904

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



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\_PK24904

Senangelo, Angelika Hiwatig

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 25-Mar-19

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

21-Feb-19

to name: Senangelo, Angelika Hiwatig

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:

**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\_PK24904

FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION



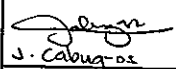

FAS

Control No: FAIP-IA-1103-2019



AGENCY

Please Specify: PKMT

 J. Cabug-os	 G. Magadia
Audited By:	Noted By:

Name: Senangelo Angelika  
Position: Associate  
ID Number: 13-PK24904  
Batch No.: 211  
Car Model/Line: Toyota 1.5 4102

Process: Dimension  
Group/Shift: A / NS  
Date/Time: March 16, 2019 / 11:40  
No. of Offense: First  
Superior Name: G. Pantas

Audit Findings: Un-authorized Repair / Hidden Repair

Details:

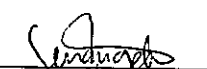
Caught in act moving of clamp due to encountered minimum on dimension process.

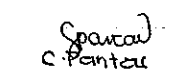
## WRITTEN EXPLANATION

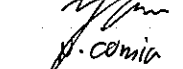
Ako po si Angelika Senangelo na lumabag sa pag-repair sa dimension process. Alam kung isa itong pagkakamali at mahigpit na ipinagbabawal sa puntong kailangan tumawag kapag may na ay hindi ko na po nagawa dahil inadjust ko lamang po ito ng kaunti para mae-good at iyon po ang pagkakamaling aking nagawa. Ako po ay humihingi ng pasensya sa hindi pagtawag sa aming Line leader staff, a expert at ako po ay humihingi ng pasensya sa aking nagawa.


Remarks/ Evaluation:


Please Issue I.R



Signature of Employee Date: <u>3-18-19</u>


Jr Staff Date: <u>03/18/19</u>


Staff Date: <u>3-18-19</u>


Supervisor Date: <u>3/19/19</u>


Manager Date: <u>3/20/19</u>

Car Model	Toyota	<div>Picture</div> 	<div>Action Taken</div>
Date/Time:	March 16, 2019/11:40PM		
Line/Process	4102/Dimension		
Shift/ Group	A/NS		
Person Informed	S.Pantas		
<div>Details</div> <p>Un-authorized Repair /Hidden Repair Caught in act moving of clamp due to encountered minimum on dimension.</p>			



## 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.