



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 : 19_PK31178
Reyes, Annaliza Mahinay - *Ameyes*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 20-Aug-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS	
No. Offense:	<i>Not - 1674 suspension</i> <i>DEPT. 19, 2019</i>
Line	<i>VIOLATION EC9 F105</i>
ACKNOWLEDGE BY:	<i>Jaulano</i>
MANAGER	<i>Hays 8/21</i>
Signature Over Printed Name/ Date	

This refers to the alleged offense(s) you have committed at 12-Jun-19 to name: Reyes, Annaliza Mahinay

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:

Not following Stop-Call-Wait

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]*

19_PK31178

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 : 19_PK31178

Reyes, Annaliza Mahinay *Amreya*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 19-Aug-19

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

12-Jun-19

to name: Reyes, Annaliza Mahinay

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *Amreya*

19_PK31178

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FALP-1A-1906-257

☐ AGENCY

Please Specify: PKIMT

<u>Casama</u> M. Casama	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Annaliza Reyes
Position: Associate
ID Number: 19-PK31178
Batch No.: 256
Car Model/Line: Subaru GC71 7105

Process: Assembly Process
Group/Shift: NJS B
Date/ Time: June 12, 2019 1:05am
No. of Offense:
Superior Name: Joy Lunar

Audit Findings: Not following SOP stop call and wait

Details: associate directly request parts to parts distributor.

WRITTEN EXPLANATION

I'm Annaliza Mahina Reyes audit of I alert because I request parts (36 NCOT5 FALP 1=305) to parts distributor it because she don't have (36 NCOT5 FALP 1=305) to parts board. I don't know I did not know that's do not request part in parts distributor if their ship parts ON board is missing

I do not again if their missing part the board I call and request to the expert or Jr. Staff
* Next time if there's no parts in my portion I request to expert or JR. Staff
I follow stop call and wait.

Remarks/ Evaluation:

1 day suspension

Annaliza
Annaliza M. Reyes
Signature of Employee
Date: 06/25/19

Jr Staff
Jr Staff
Date: 07-02-19

Staff
Staff
Date: 7/2/19

Supervisor
Supervisor
Date: 7/5

Manager
Manager
Date: 7/12



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 paggawa ng defect); this shall be considered as product sabotage.