



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\_PK33453  
**NAME** : Madla, Jessa Santos *Jmadla*  
**FROM** : PKIMT Management  
**SUBJECT** : Notice for Suspension  
**No. of Offense** : 1st offense  
**DATE** : January 9, 2021

PKIMT	
ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 3 days suspension 1/21-23/2021 Retired Feb. 25-27/2021
Line/Shift	Honda / Team Initial-B
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at **1/8/2021** to name: **Madla, Jessa Santos**

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:

**Did not conduct barcoding of components**

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\_PK33453

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\_PK33453

**NAME**

Madla, Jessa Santos

**FROM**

: PKIMT Management

**SUBJECT**

: Notice to explain

**No. of Offense**

: 1st offense

**DATE**

9-Jan-21

This refers to the alleged offense(s) you have committed at 8-Jan-21 to name: Madla, Jessa Santos

Violation Offense ] 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 :

Did not conduct barcoding of components

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

Conformer:

19\_PK33453

FURUKAWA - Production Operator

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

January 08, 2020

Ma'am/Sir,

Good Day!

We would like to request issuance of penalty on below employee:

Name: **Madla, Jessa**

Position: Associate

ID Number: 19-PK33453

Violation: Did not conduct barcoding of components

Date of Incident: December 22, 2020


Group/Shift: B/ NS

Superior Name: Roy Mikiel Pentinio

Investigation:


Associate did not follow the SOP. Associate did not conduct barcoding resulting massive defect (wrong terminal).

Prepared By:

  
\_\_\_\_\_  
Jasper Anlacan  
Staff

Noted by:

  
\_\_\_\_\_  
Alex Michael Hernandez  
Senior Staff

  
\_\_\_\_\_  
Maria Julie Sabido  
Asst. Manager

## WRITTEN EXPLANATION

Name: MADLA, JESSA

Line: TKRA INITIAL

Violation: ~~WRONG TERMINAL~~ DID NOT CONDUCT BARCODING OF COMPONENTS

Risk: ~~WRONG TERMINAL~~

AKO PO SI JESSA MADLA AY NAG OPERATE SA SAM 20 AT ANG AKING NIRUN AY PRODUCT NA ENGINE. AKO PO AY NAG PALIT NG TERMINAL BEFORE 1 HOUR BREAK NAMIN (12:08 AM) AT PACKAPALIT KO PO AGAD NG TERMINAL AY NAG BARCODE PO NAMAN AKO. AT NAG DERETSO SAMPLE NA PO AKO, TUMATWAG PO AKO NG QA PARA MAGPACHEK NG AKING SAMPLE, DI KO PO NAPANSIN NA MALING TERMINAL ANG AKING NAGMAMIT. AFTER KO PO MAGPULLING TINULUY KO NA PO ANG PAGRURUN.

TUNG TERMINAL KO PONG GINAMIT AY KASAMA SA TAMBAK NA BUFFER SAME LOCATION. KAYA PO ANG PAGKAKAALAM KO AY OKAY TUN KASI PO KASAMA PO NG MGA BUFFER. AWARE NAMAN PO AKO SA PAGKAKAIRA NG GOLD PLATED SA HINDI. DI KO LANG PO TALAGA NACHEK NG 100% ANG AKING GINAWANG OUTPUT. TINITINGI KO PO ANG INTONG MALAWAK NA PANG-UNAWA

COUNTER MEASURE:

SA SUSUNOD PO AY MAGDODUBLE CHECK NA AKO SA MGA GACAMITIN KONG TERMINAL BAGO ILAGAY SA APPLICATOR.

Rizal A. Cambal  
R. CAMBAL

JR. STAFF

R. PENTINIO

SUPERVISOR

MANAGER

STAFF

ASST. MANAGER

Isore BA



# INTERVIEW QUESTIONS FOR SAM PROCESS

Name of Employee: JANLA JESUA  
 ID No.: PL-PR03453  
 Car Model: HONDA TRX

Shift: B  
 Length in Process: \_\_\_\_\_

1. Do you know the standard procedure when setting of components in SAM? (Alam mo ba ang tamang proseso kapag nalalagay ng components sa SAM)?

1.1 If yes, please explain the step by step procedure. (Kung oo, ipaliwanag ang tamang proseso nito).

YES, kapag nag abnormal stop at ang error ang lomas ay terminal nothing - gave lot-  
barcode - QR code - barcode terminal / wire lot - set up the components

1.2 If no, why you don't know the standard procedure? (Kung hindi, bakit hindi mo alam ang tamang proseso?)

2. How do you frequently follow the standard when setting of components in SAM? Please check: (Gaano mo kadalag sinusunod ang tamang proseso kapag naglalagay ng components sa SAM)? Lagyan ng check:

☐ Always (Lagi)

☒ Sometimes (Minsan)

What is the reason why do you only sometimes follow the standard? (Anong dahilan kung bakit minsan mo lang sinusunod ang tamang proseso?)

Kasi po minsan kapag nag abutan na sa wire sa kalamadali po ay minsan nakakalimutan  
na din minsan lalo pat madalas mag NG ang ~~same~~ machine.

☐ Never (Hindi)

Since when you're not following the standard? (Kailan mo pa hindi sinusunod ang tamang proseso?)

What is your reason why do you never follow the standard of setting of components in SAM? (Anong dahilan mo kung bakit hindi mo sinusunod ang tamang proseso sa paglalagay ng components sa SAM)?

Do you experience any problem/abnormality in your process that may cause you not to follow the standard?

If yes, what are these? (Nakakaranas ka ba ng problema sa iyong proseso na maaring maging sanhi ng hindi mo pagsunod sa standard? Kung oo, ano ito?)

No

3. What are the risk and effect in the product if you did not follow the standard procedure in setting of components in SAM? (Ano ang panganib at epekto sa produkto kung hindi mo nasunod ang tamang proseso sa paglalagay ng components sa SAM)?

\* nakakapag produce ng no good harvest / product

\* DELAY and DOWNTIME SA PROCESS

\* ADDITIONAL COST OF COMPONENTS

4. Why it is important to follow the standard procedure in setting of components in SAM? (Bakit mahalagang sundin ang tamang proseso sa maglalagay ng components sa SAM)?

Para maiwasan ang mga mabanggit sa tanong number 3 at hindi magkameran ng  
customer claim

J. Madla  
 Concerned Employee

R. Camacho  
 Jr. Staff

Staff

R. P. P. P.  
 Supervisor

Asst. / Section Manager