



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_PK27074
Rosita, Lyka Valencia *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : *2nd* offense
DATE : 10/4/2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense: <i>2nd</i> - 10 day suspension <i>1st</i> - 10 day suspension Oct. 12, 2019	
Line <i>PURBATA TUG 1A</i>	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 10/10/19 Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 6/14/2019 to name: Rosita, Lyka Valencia

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 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]*
18_PK27074

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 : 18_PK27074

Rosita, Lyka Valencia *[Signature]*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 3-Oct-19

This refers to the alleged offense(s) you have committed at 14-Jun-19 to name: Rosita, Lyka Valencia

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:

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:

[Signature]
PKIMT Management

Conforme:

[Signature]

18_PK27074

FURUKAWA - Production Operator

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

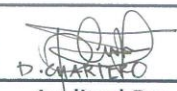
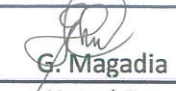
I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: HALP-4-1906-258

☒ AGENCY

Please Specify: TKINT

	
Audited By:	Noted By:

Name: Rosita Lyka
 Position: Associate
 ID Number: 16-FK27027
 Batch No.: 232
 Car Model/Line: Subaru GC7 / L7106

Process: Appearance
 Group/Shift: DS-A
 Date/ Time: June 14, 2017 / 2:20 PM
 No. of Offense: 1st offense
 Superior Name: J. Aklat

Audit Findings: un-authorized repair/hidden repair

Details:

Appearance inspector repair extend wire in Appearance process

* see attached audit report and memorandum

WRITTEN EXPLANATION

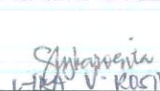
* Nagawa ko pong i-repair (mag-peel off ng cloth tape) upang ayusin ang portion na yon sa kadahilananang nala pong mag repair sa amin. Kahit ng expert ay naka-portion sa asy dahil kulang kami sa manpower. Samantalang ang aming Jr. Staff ~~ay~~ nauman ay may maasikasang bagay. Dahil sa kagustuhan kong makaabon kami sa pagkaka-tambak, na-attempt na akong i-repair ito. Kahit alam kong banta.


COUNTERMEASURE:

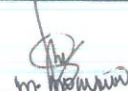
* Mahirap maghintay sa Jr. Staff at expert na authorized magrepair. Al kapag tambak dapat ay nahapit.


Remarks/ Evaluation:

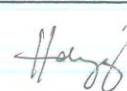
Written Outing / day suspension


 Signature of Employee
 Date: 06/20/17


 Jr Staff
 Date: _____


 Staff
 Date: 7-6-17


 Supervisor
 Date: 6/20


 Manager
 Date: 9/30



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.

Any non-compliance on these two additional items (a and b) will be subject for disciplinary action based on FALP Handbook under specific violations and their penalties, letter C. Offenses Against Work/Business Standards, number 4.

Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

This memorandum shall also supersede the memorandum issued last February 2, 2017 (QA-1702-01) and shall take effect on the date stated above.

Thank you very much for your utmost support and cooperation.

Prepared by:


GUILLERMO MAGADIA
QA Supervisor

Reviewed by:


ARLENE RUBIO
QA Section Manager

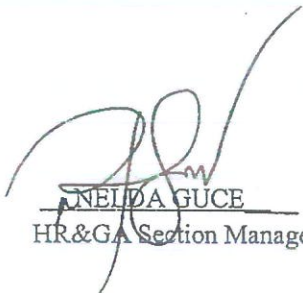
Approved by:


TAKEHIDE MARUOKA
QA Department Manager

Noted by:


EUGENIO CAILAO
Production Department Manager


ROCHELLE ODEVILLAS
Recruitment and Training Section Manager


NELDA GUCE
HR&GA Section Manager


HIRONORI SHIRAHATA
Production Division Manager


MITSUHIGE KAWASE
Administration Division Manager

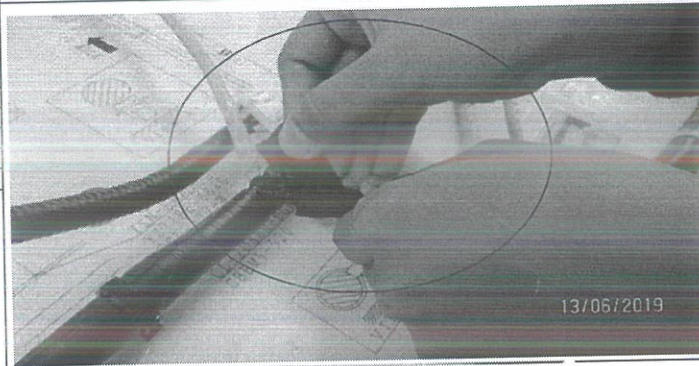

MASAHITO TOKUDA
FALP President

i_Alert Audit Report

Car Model / Line No.	Subaru GC7 Line 7106
Date / Time	June 14, 2019/2:20pm
Name / ID No.	Rosita, Lyka/18-PK27027
Shift / Group	DS/A
Batch No.	232
Process	Appearance
FAS or Agency: specify	PKIMT
Person Informed	J. Alday
Audited by:	D. Cuartero
	Details

Unauthorized Repair/ Hidden Repair
 Appearance Associate repair exposed wire in
 appearance process.

Picture



Action Taken