



Service Support Building (SSB), Administration Area, Lot 14, Phase 1-A, EPIP, Sto. Tomas, Batangas, Philippines
Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 18_PK25412
Natividad, Myrene Perez *[Signature]*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st Offense
DATE : 21-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st
Line	4307 (Shift B)
Jr. Staff	<i>[Signature]</i>
Staff	<i>[Signature]</i>
ACKNOWLEDGE BY:	
<i>[Signature]</i> / Feb 21	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 31-Jan-19 to name: Natividad, Myrene Perez

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 following SOP(Did not apply Pen Marking on Passed Tape)

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: *[Signature]*
18_PK25412

FURUKAWA - Production Operator

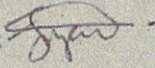
(Please attach your written explanation upon returning of this letter)



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_PK25412

Natividad, Myrene Perez 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 16-Feb-19

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

31-Jan-19 to name: Natividad, Myrene Perez

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

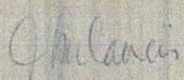
Description:

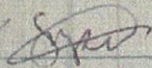
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This is for your guidance and strict compliance.

NOTED BY:


PKIMT Management:

Conforme: 

18_PK25412

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: HALP-1A-1901-050

<u>P. Sanchez</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: NOTIVIDAD MYRENE
 Position: ASSOCIATE
 ID Number: 18-PR25412
 Batch No.: 223
 Car Model/Line: HONDA / 3107

Process: DIMENSION
 Group/Shift: B-N/S
 Date/ Time: 01-31-19 / 10:20PM
 No of Offence: 1ST
 Superior Name: J. MENDOZA

Audit Findings: NOT FOLLOWING SOP

Details: DID NOT APPLY PEN MARKING ON PASSED TAPE

WRITTEN EXPLANATION

ALL DO SI MYRENE PEREZ LATIVIDAD DIMENSION INSPECTION
 IN HONDA MERGED LINE 3107 AV. HONOLULU, P.O. BOX 1100
 IN PENMARKING SO PASSED TAPE. HONOLULU PO BOX 1100
 IR STAFF IN HONOLULU ONE. ONE. HONOLULU IN POLICE
 SO. HONOLULU BOX 1100 AV. HONOLULU. HONOLULU
 UNIT IN PO BOX 1100 HONOLULU PEREZ HONOLULU HONOLULU
 LAST HONOLULU VIA AV. HONOLULU HONOLULU & LINE
 HONOLULU MAY HONOLULU OR PROBLEM IN HONOLULU
 AV. HONOLULU HONOLULU SO IR STAFF IN HONOLULU
 HONOLULU HONOLULU HONOLULU IN HONOLULU
 SUPERVISOR. HONOLULU HONOLULU HONOLULU
 SIGNATURE HONOLULU HONOLULU SO PASSED TAPE
 AT HONOLULU CHECK HONOLULU IR STAFF & NEXT PROCESS

Remarks/ Evaluation:

Written Explanation only
 For improvement of existing control & location of work area
 STOP- CALL- WAIT!
 This is your responsibility
 Please Issue I.R
 HONOLULU

<u>[Signature]</u> Signature of Employee Date: <u>01/31/19</u>	<u>[Signature]</u> Jr Staff Date: <u>01/31/19</u>	<u>[Signature]</u> JEMIMAH MENDOZA Staff Date: <u>01/31/19</u>	<u>[Signature]</u> Angela Magadia Supervisor Date: <u>01/31/19</u>	<u>[Signature]</u> HONOLULU Manager Date: <u>Feb 2</u>
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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.