



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_PK26952
Holgado, Anna Rose Octina *ahlgf*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : June 25, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>1st</i>
	<i>5 DAY SUSPENSION</i>
	<i>JULY 2-10, 2019</i>
	<i>30-31</i>
Line	<i>11000A TARA 3121 - DS</i>
Jr. Staff	<i>[Signature]</i>
Staff	<i>[Signature]</i>
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/Date	

This refers to the alleged offense(s) you have committed at 6/14/2019 to name: Holgado, Anna Rose Octina

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:

Associate caught not pulling of wire after insertion of terminal in connector during assembly, might cause TBO

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: *ahlgf*
18_PK26952

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_PK26952

Holgado, Anna Rose Octina *ahlgda*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st Offense

DATE : 22-Jun-19

This refers to the alleged offense(s) you have committed at 14-Jun-19 to name: Holgado, Anna Rose Octina

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:

Associate caught not pulling of wire after insertion of terminal in connector during assembly, might cause TBO

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:

ahlgda
PKIMT Management



Conforme: *ahlgda*
18_PK26952

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(DS - Sherry O. Duerte)

Date: June 14, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Item for improvement	OK	Action Taken	Category	Reporter (Other Name in Exam)	Common Shift	Person Informed	For Hoops (at Model, Equipment)	Person Incharged	Setby/Remarks
1	06/14/19 DS	Honda TRX line 3126			Associate caught not pulling of wire after insertion of terminal in connector during assembly process, might cause too	NG	Remind to follow sop in assembly process	SOP	Anna Rose Holgado-PKIMT 		Michelle Zara	Honda	Sir Jhe	For Monitoring



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.



DATE: _____

OFFENSE: Not follow Stop

WRITTEN EXPLANATION:

NAGKATAON PO KASI NUNG ARAW NA YUN DELAY PO KAMI
KAYA HINDI PO AKO NAKAPAG PULL.

COUNTERMEASURE:

SA SUMUNOD PO MAGPUPULL NA DO AKO. GATUTSIN KO
NA PO TRABAHO KO.

HOLGADO ANNA ROSE O.

Signature over Printed Name

HONDA TRKA 312g
HOLGADO, ANNA ROSE O.

Car Model / Line