



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 : 17\_PK15761  
Campang, Mae Anne Andal

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 22, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	Act 1014 SUSPENSION APRIL 03, 2019
Line	RTM - A focus
Jr. Staff	JADFE - A CONSULTA
Staff	Johnet (Cavon) Maldonado
ACKNOWLEDGE BY:	
MANAGER	KATHERINE O. CABRERA
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11-Mar-19 to name: Campang, Mae Anne Andal

**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-Mass pulling on sub assy process**

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:**

**PKIMT Management**

Conforme:   
17\_PK15761

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 : 17\_PK15761  
Campang, Mae Anne Andal

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 21-Mar-19

This refers to the alleged offense(s) you have committed at 11-Mar-19 to name: Campang, Mae Anne Andal

**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:**


**Not following SOP-Mass pulling on sub assy process**

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**

Conforme: 

17\_PK15761

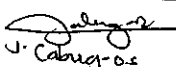

EURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII  
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1903-178

 Audited By:	 Noted By:
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Name: Campang Mae Anne  
 Position: Associate  
 ID Number: 17-PK15761  
 Batch No.: 170  
 Car Model/Line: Suzuki YD1/5116

Process: Sub Assy  
 Group/Shift: A /NS  
 Date/ Time: March 11 2019 / 6:30  
 No of Offense: First  
 Superior Name: I. Care

Audit Findings: Non-compliance on INSERT PULL method  
 Details: Caught in act doing mass pulling on sub assy process  
 Connector name: DST-BA-10F-BGR 1 DS-16-FA  
 Wire type: \_\_\_\_\_

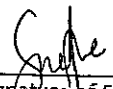
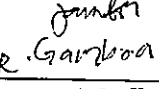


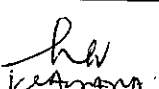
## WRITTEN EXPLANATION

Ako po si MaeAnne campang sub-assy ng YD1 5116 engine ay humingi ng pamamakin kung ako po ay nahuli ng I alert, kasi po hindi po ako masyadong sanay sa dulong portian kasi po hindi ko po portian yung dulo na may insertan ng may mga gamusen. Hindi rin po ako nahinirapan sa ako minsan mag insert ng terminal na may gamusen sa connector kaya po hindi ko po agad ipa mainserit ng magpas sa connector, kaya po minsan na dadoble ko po ang hila kasi po sinisiguro ko po kung maayos ko nainserit ang wire, baka po minsan mahinap ko po insert ang wire sa VO kasi po minsan pirat po yung VO. Humingi po ako ng malawak na pang-unawa, salamat po.

Please Issue I.R

## Remarks/ Evaluation:

- already issue written explanation and under monitoring.

 Signature of Employee Date: <u>03-11-19</u>	 Jr Staff Date: <u>3-13-19</u>	 Staff Date: <u>3-13-19</u>	 Supervisor Date: <u>3-13-19</u>	 Manager Date: <u>3/14/19</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 <sup>nd</sup> offense	Suspension of six (6) to ten (10) working days
C	-	3 <sup>rd</sup> offense	Suspension of eleven (11) to fifteen (15) working days
D	-	4 <sup>th</sup> 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.

# Alert Audit Report

Car Model Suzuki YD1  
 Date/Time: March 11, 2019/6:30  
 Line/ Process 5116/Sub assy  
 Shift/ Group A/NS  
 Person Informed I.Care

## Details

Non-compliance on INSERT PULL method  
 Caught in act doing mass puling on sub assy  
 process.  
 R/ 2.0 & Vi/ 0.5

## Picture



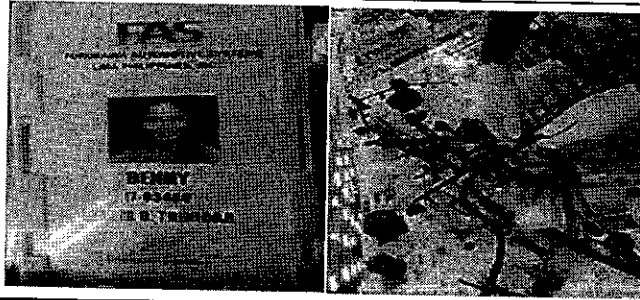
## Action Taken

Car Model Suzuki YD1  
 Date/Time: March 11, 2019/10:30 pm  
 Line/ Process 5116/Assy  
 Shift/ Group A/NS  
 Person Informed I.Care

## Details

Not following SOP  
 (not using COT jig during attachment of  
 NCOT10 L=85)

## Picture



## Action Taken

Car Model Suzuki YD1  
 Date/Time: March 11, 2019/12:03am  
 Line/ Process 5123/Appearance  
 Shift/ Group A/NS  
 Person Informed J.Matibag

## Details

Un-authorized Repair/Hidden repair  
 Caught in act conduct puling of wire on  
 appearance inspection due to tension wire on  
 connector SSG-TP-10F  
 R/ 0.35 CIVUS

## Picture



## Action Taken