




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_PK19462
Diaz, Avelina Marson 
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 5-Jan-19

This refers to the alleged offense(s) you have committed at 12-Nov-18 to name: Diaz, Avelina Marson

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 follow SOP - Non compliance on Insert-Pull Method

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:

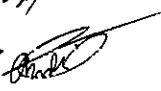
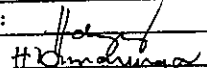
PKIMT Management

Conforme:

17_PK19462

FURUKAWA - Production Operator


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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 2 days suspension Jan. 21-22, 2019 
Line	CVT01 - A
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	



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Tel No. : (043) 405 6388-89 / (043) 405 6407-08

MEMORANDUM NO. HRADM

TO : 17_PK19462
Diaz, Avelina Marson 
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 1st Offense
DATE : 22-Dec-18

This refers to the alleged offense(s) you have committed at 12-Nov-18 to name: Diaz, Avelina Marson

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 follow SOP - Non compliance on Insert-Pull Method

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_PK19462

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: SPS-12-16

<u>B. SALAZAR</u> Audited By:	<u>[Signature]</u> Noted By:
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Name: Diaz, Avelina Process: Sub-assy
 Position: Associate Group/Shift: A INS
 ID Number: 17-PK1046.2 Date/ Time: 12-12-18 / 14:20
 Batch No.: 195 No of Offence: 1
 Car Model/Line: Suzuki / S101 Superior Name: E. Rosero / E. Sabihan

Audit Findings: Non-compliance on INSERT-PULL method

Details: Conduct manual Insertion on connector DSY-BA-10F-GR and
AS2 / DSY-24F using sub drawing
Color of wire: LGI, Y / R / W

WRITTEN EXPLANATION

Ako po si Avelina Diaz ay nagkaroon ng Audit na Manual Insertion sa connector na DSY-BA-10F-GR at AS2-DS4-24F sub 17. Naghamon po kasi ng wrong insert, hindi naman po ako ang nakawrong insert itinaulay ko po yang 3 wire na natira gamit ang sub drawing upang kahit dalhin man po siya sa repair ay hindi na po mamala ang natirang wire. Sa pagkakaralan ko po kasi ay okay lang na magmanual basta gamit ang sub drawing at ang bawal lang po ay yang magmanual na walang sub drawing. Ang pagkakaralan ko po ay hindi ~~ako~~ ko ~~ako~~ nagkakaralan sa Junior Staff or expert po alam na hindi kami allowed na magtuloy gamit ang sub drawing.

Remarks/ Evaluation:

* Already oriented about the issue ~~if~~ happen.

Please Issue I.R

<u>[Signature]</u> Signature of Employee Date: <u>12/12/18</u>	<u>J. J. J.</u> J. J. J. Jr Staff Date: <u>12/12/18</u>	<u>[Signature]</u> E. Rosero Staff Date: <u>12/12/18</u>	<u>[Signature]</u> E. Sabihan Supervisor Date: <u>12/14/18</u>	<u>[Signature]</u> K. Rosero Manager Date: <u>12/17/18</u>
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received:

Jaenib
12/14/18
10:28am



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.