



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 : 19_PK36339
NAME : Saus, Ronalyn Larga *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 2nd Offense
DATE : November 5, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	2nd 2days suspension 12/10-11/2019 gus
Line	57110-A
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 10/16/2019 to name: Saus, Ronalyn Larga

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 - Advance insertion

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]*
19_PK36339

FURUKAWA - Production Operator

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



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.

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FAP-1A-1910-1818

<u>C. Redondo</u> Audited By:	<u>[Signature]</u> Noted By:
----------------------------------	---------------------------------

Name: Saus, Ronalyn
 Position: Associate
 ID Number: 1018 91239
 Batch No.: 280
 Car Model/Line: Subaru 1.710

Process: Sub. 280
 Group/Shift: PS/1A
 Date/Time: Oct 16, 2019 / 8:30
 No of Offense: 1st
 Superior Name: A. Jalos

Audit Findings: Non-compliance on insert pull method
 Details: conduct advance instruction on conn. G.E.E -17-1A
since color: gr./s. V/L

WRITTEN EXPLANATION

Ako nga po pala si Ronalyn Saus. ng 7110 humihingi po ako ng tawad sa hindi ko po sachyang pag dduwu insertion medyo mahirap po kasi kapag dalawa ang sub2 tapos isang lang ako sa sub 1 kailangan po talaga magmadali po ako kasi maaaring mawalan sila ng gagawin pero hindi ko po ukit ulitin. Muli po humihingi po ako ng paumanhin sa ating ginawa. Pasensya na po talaga.

Remarks/ Evaluation:

Written Issue Penalty based on fap handbook and memo
 - this is included on memo & we have note for this.


<u>[Signature]</u> Signature of Employee Date: _____	<u>[Signature]</u> Jr Staff Date: _____	<u>[Signature]</u> K. CATAATAN Staff Date: <u>10-22-19</u>	<u>[Signature]</u> Supervisor Date: <u>10-22-19</u>	<u>[Signature]</u> Manager Date: <u>10/25</u>
--	---	---	---	---



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 : 19_PK36339
NAME : Saus, Ronalyn Larga 
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 2nd Offense
DATE : 5-Nov-19

This refers to the alleged offense(s) you have committed at 16-Oct-19 to name: Saus, Ronalyn Larga

Violation Offense | 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 - Advance insertion


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

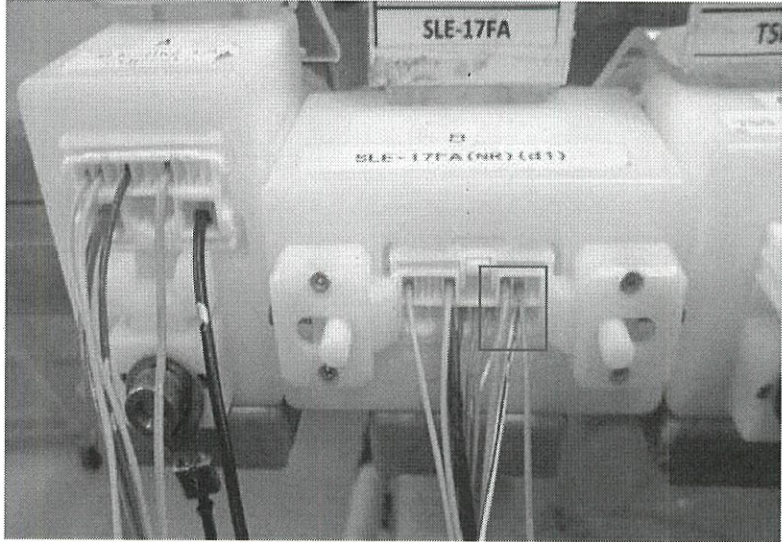
Conforme:


19_PK36339

FURUKAWA - Production Operator

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

i_Alert Audit Report

Car Model / Line No.	Subaru GC7/7110	<div>Picture</div> 	<div>Action Taken</div>
Date / Time	October 16, 2019/8:35		
Name / ID No.	Saus, Ronlaln/19PK36339		
Shift / Group	DS/A		
Batch No.	280		
Process	Sub-Assembly Process		
FAS or Agency: specify	PKIMT		
Person Informed	A.Jalos		
Audited by:	C.Redondo		
Details			
<div>Non-Compliance on Insert Pull Method</div> <div>Conduct advance insertion on connector SLE-17-FA wire color: Gr/ & Vi/</div>			