



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_PK25081
Cual, Sherlyn Calanog *Scal*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 17-Dec-18

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd Off / 1 DAY Suspension</i> <i>Nov. 18, 2019</i>
Line	<i>002001 5701 - B</i>
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>[Signature]</i>	
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 30-Nov-18 to name: Cual, Sherlyn Calanog

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-Stop,call and wait

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_PK25081

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 : 18_PK25081

Cual, Sherlyn Calanog *Qual*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : *1st*
~~2nd~~ offense

DATE : 15-Dec-18

This refers to the alleged offense(s) you have committed at 30-Nov-18 to name: Cual, Sherlyn Calanog

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-Stop, call and wait

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:

ghidaran 12/18
PKIMT Management

Conforme: *Qual*
18_PK25081

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: 538-12-18

☐ FAS
☒ PKIMT

<i>R. TABOGA</i> Audited By:	<i>G. MAGANA</i> Noted By:
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Name: Cual, Sherlyn
Position: Sub-Asy Associate
ID Number: 18-PK25081
Batch No.: 222
Car Model/Line: SUZUKI - 5101

Process: Sub-Asy
Group/Shift: B
Date/ Time: 11-30-2018 / 01:50
No of Offence: 1st time
Superior Name: J. Balbado / C. Latade

Audit Findings: NOT FOLLOWING GENERAL RULES (STOP, CALL & WAIT)

Details:

FOUND DIFFICULTY ON INSERTION BUT SHE STILL CONTINUE THE PROCESS, MULTIPLE INSERTION WERE CONDUCTED UPON CHECKING OF I-ALERT WHEN SHE CAUGHT BEND TERMINAL WAS FOUND.

WRITTEN EXPLANATION

Oko po si Sherlyn Cual na naaudit ng i-alert. Yung araw pong iyon delay po ako Nagcheck naman po ako ng wire kaso po di to po napan sin na bend po pala yun, kase po naghabol po ako nun dahil delay. kumante naman po ako na ok yung iniinsert to kase po naginsert po sya sa AFE kaya lang po di ko po mapally insert. Sa loob loob ko po sadya lang po talaga mahirap insert kase po marami na po akong naicounter na hindi agad maginsert pero maginsert din po mahirap kung po talaga akala ko po ganun kaya po pinilit kong insert. pero bend po pala yun. Nung naisipan ko pong tanggalin san a saktong naman po akong naaudit. approach to po sa expert para tingnan po kung bakit di maginsert.

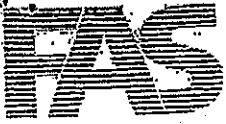
Remarks/ Evaluation:

still there's abnormality. you should STOP-CALL-WAIT

Please Issue I.R

<i>Cual</i> Signature of Employee Date: <u>12-05-18</u>	<i>I. Balbado</i> Jr Staff Date: <u>12-05-18</u>	<i>C. Carabales</i> Staff Date: <u>12-10-18</u>	<i>P. Saneiro</i> Supervisor Date: <u>12-10-18</u>	<i>J. Maramba</i> Manager Date: <u>12/10/18</u>
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E. Claveria 12/13 1st



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.