



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_PK28708
NAME : Bagro, Aiza Claveria *Aiza Claveria*
FROM : PKIMT Management
SUBJECT : Written Warning
No. of Offense : 1st offense
DATE : December 4, 2019

This refers to the alleged offense(s) you have committed at 11/14/2019 to name: Bagro, Aiza Claveria

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 - Did not conduct flipping of parts box on assembly 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:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK28708

FURUKAWA - Production Operator

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

| PKIMT ACKNOWLEDGEMENT FORM | |
|------------------------------------|-----------------------------------|
| COMMENTS/ ASSESMENT | |
| No. Offense: | 1st - Written Warning |
| Line | 11/14/2019 3M - A |
| ACKNOWLEDGE BY: <i>[Signature]</i> | |
| MANAGER | Signature Over Printed name/ Date |



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

MEMORANDUM NO. HRADM

TO : 18_PK28708
NAME : Bagro, Aiza Claveria *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 28-Nov-19

This refers to the alleged offense(s) you have committed at 14-Nov-19 to name: Bagro, Aiza Claveria

Violation Offense I V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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Description :

Not Following SOP - Did not conduct flipping of parts box on assembly process

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme: *[Signature]*
18_PK28708

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FALP-18-1911-3135

☒

AGENCY

Please Specify: PKINTI

| | |
|-----------------|-------------------|
| <u>R. Reyes</u> | <u>G. Magadia</u> |
| Audited By: | Noted By: |

Name: Bagro, Alza
 Position: Associate
 ID Number: 18PA28708
 Batch No.: 243
 Car Model/Line: Honda 3116

Process: assy
 Group/Shift: DS-A
 Date/ Time: Nov. 14, 2019 / 12:52
 No. of Offense: 1st
 Superior Name: E. Isala

Audit Findings: Not following SOP

Details:

Did not conduct flipping of parts box on assembly process

WRITTEN EXPLANATION

AKO PO SI AIRA BAGRO. NAUDIT BD AKO DAHILAN PO NG HINDI PD
KASI AKO NAKAPAGTATAP NG PARTS BOX, SA KADAHILANGAN PANG DOWN-
TIME PO ITO SA QRM LAO NAT AKOY LAST STATION HINDI K.D
NA PD MINSAN MAHA BUL KAPAG UMILKOT NA ANG CONVEYOR.
SUSUNOD NA PD AKO SA COUNTER MEASURE.

11/24 - conduct counseling to employee and advised to follow standard operating
procedure on her process. G. Magadia

Remarks/ Evaluation:

Issue penalty based from FALP Handbook

[Signature]
 Signature of Employee:
 Date: 11-18-19

[Signature]
 Jr Staff
 Date: 11-18-19

[Signature]
 Staff
 Date: 11-18-19

[Signature]
 Supervisor
 Date: 11/18/19

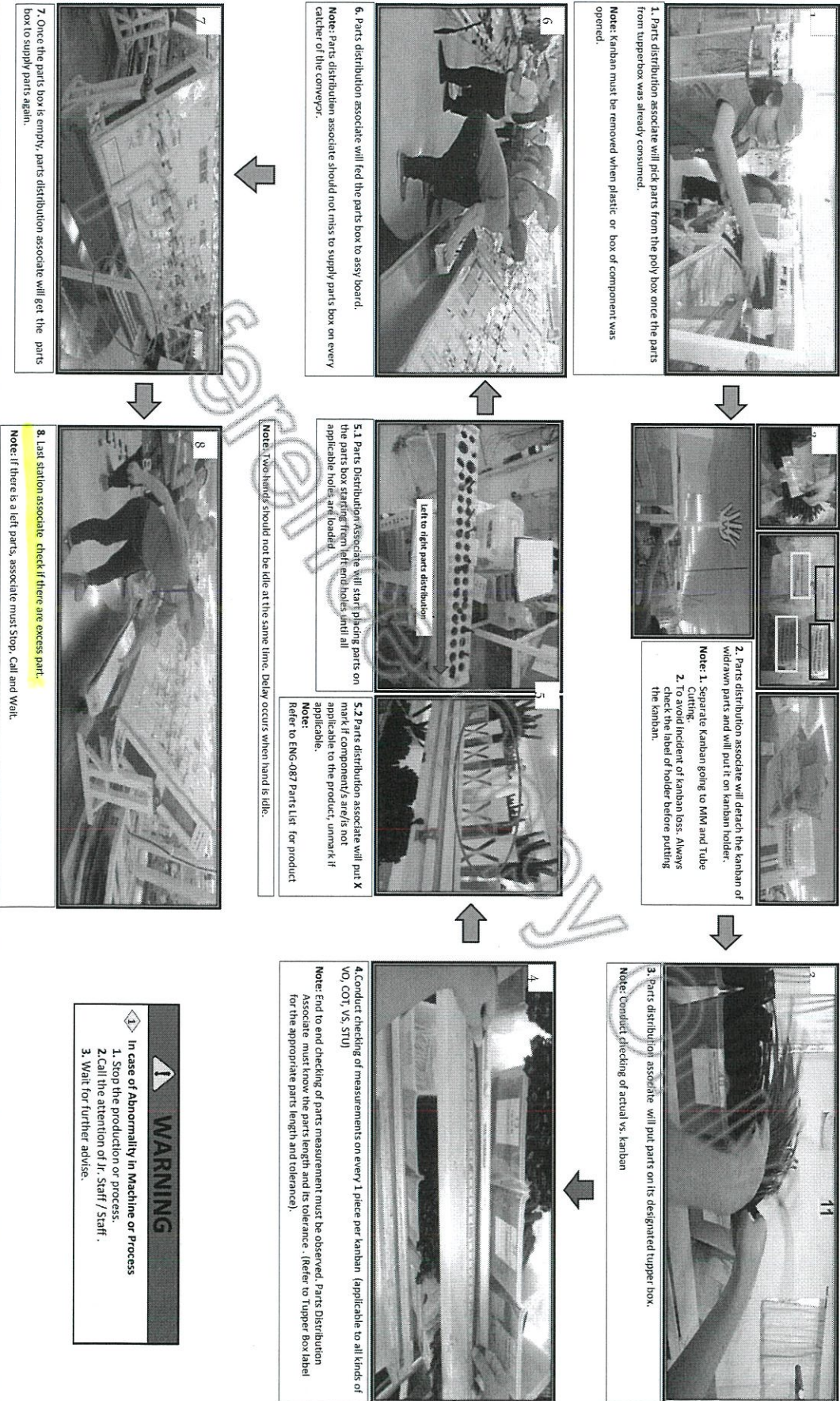
[Signature]
 Manager
 Date: 11/19/19

11/28/19
[Signature]

FINAL ASSEMBLY PARTS DISTRIBUTION PROCESS FLOW

| CAR MODEL | MATERIALS | DEVICES / EQUIPMENT USED | REFERENCE | APPROVAL |
|-----------|---|---|---|---|
| ALL | Kanban, Parts, Blue Polyliner, Parts shelf Push cart | N/A | N/A | Prepared by: _____ Checked by: _____ Verified by: _____ Approved by: _____ |
| FORMS | Purpose | SCORE | | |
| N/A | To provide step by step process of operator/associate on parts distribution in order to be more efficient and more concise way in doing the process | This procedure applies in all area of production Final Assembly process | Wants: Stayne, Mangan, Crater, Joberthio, Re, Puji, Escobara Staff | Engineer: Calisto / Hironori Saito Department Manager / Division Manager |

Operation Steps and Illustration Pictures



Details of change

| DR/EN No. | Revision No. | Effectivity Date | First Issue |
|---------------------|--------------|------------------|-------------|
| PD-PRD-13a-1901-001 | 0 | Jan-19-2019 | |