



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\_PK19657  
Cepillo, Chandy Mae Abad

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 20-Dec-18

<b>ACKNOWLEDGEMENT FORM</b>	
<b>COMMENTS/ ASSESSMENT</b>	
No. Offense:	Act 1 OR 1 SUSPENSION
	UATN- 09. 2019 Return Jan-10 - Day shift
Line	65020
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> / 12-19
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 30-Nov-18 to name: Cepillo, Chandy Mae Abad

**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 - Person involved in changing damaged STU in Appearance 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:**

*[Signature]* Ptd  
**PKIMT Management**

**Conforme:**

*[Signature]*  
17\_PK19657

FURUKAWA - Production Operator

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



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\_PK19657

Cepillo, Chandy Mae Abad

FROM : PKIMT Management

SUBJECT : Notice to explain

No.of Offense : 1st Offense

DATE : 13-Dec-18

This refers to the alleged offense(s) you have committed at 30-Nov-18 to name: Cepillo, Chandy Mae Abad

**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 - Person involved in changing damaged STU in Appearance 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**

Conform:

17\_PK19657

FURUKAWA - Production Operator


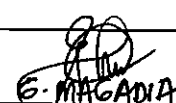
(Please attach your written explanation upon returning of this letter)

# I ALERT WRITTEN EXPLANATION

Control No: 512-11-18

☐ FAS

☒ PKIMT

	
Audited By:	Noted By:

Name: CHANDY MAE CEPILLO  
Position: ASSOCIATE  
ID Number: 17-PK19657  
Batch No.: BATCH 192  
Car Model/Line: LINE 5022

Process: APPEARANCE  
Group/Shift: DS / A  
Date/ Time: 11-30-2018  
No of Offence: 1ST OFFENSE  
Superior Name: MISHA CURE / BERNADETTE ESPIRITU

## Audit Findings:

### Details:

> PERSON INVOLVED IN CHANGING DAMAGED STU ON APPEARANCE PROCESS,  
PRODUCT : 36820-76R10-4  
LOT NUMBER : 590382  
SERIAL : 00030


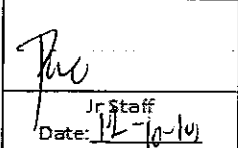
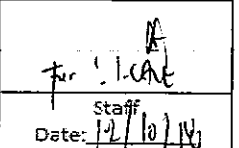
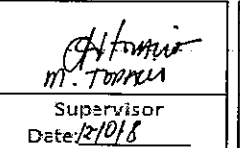
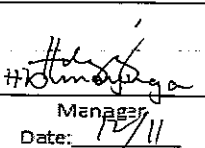
## WRITTEN EXPLANATION

Ako po si Chandy Mae Cepillo, Visual Inspector ng 5022. Iyang tinawag ko pong expert ay nakuli na ~~magpapalit~~ ng damaged STU sa alang tuble. Hindi ko po alam na ~~magpapalit~~ siya "that time". Ipagpamamakin ninyo po ang hindi namin pagsumod sa SOP. Wala na din po kasi ahong matuwag nang araw magin. Kasi yung ladder ko ay lubo maglapon nang wala dahil kung siya na pag-ayos ng shipment, kaya si expert ang alang tinawag. Tinanong po ninyo ako kung paano 'yung makapag kaya sabi ko na alam kong paraan na gagawin. Pero di ko naman po alam na gagawin ninyo kadi bago pa lamang po siyang expert. At di ko rin alam ang tamang gagawin kaya fabela kami. Muli pasensya na po, di na po dulit.

## Remarks/ Evaluation:

> INFORMED ASSOCIATE NOT TO CALL THE ATTENTION OF EXPERT IF THE EXPERT IS ON PROCESS. SHE MUST WAIT THEN JR. STAFF AND ~~THE~~ ~~THE~~ HARRASS PUT CONTINUATION.

Please Issue I-R

 Signature of Employee Date: 12/10/18	 Jr Staff Date: 12/10/18	 Staff Date: 12/10/18	 Supervisor Date: 12/10/18	 Manager Date: 12/11
---	---	--	--	---

Expert: Ethel Adalin



**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.


**NOTE:** An investigation shall be conducted and the employee who allegedly committed the violation shall be given the opportunity to defend himself prior to the imposition of the penalty.

This memorandum shall supersede the memorandum issued last September 19, 2017 (QA-1709-01).

Further, the above Policies will now form part of our Employees Handbook and the same shall take full effect on 01 May 2018.

For your strict compliance.

Prepared by:

  
NELDA GUCE  
HRGA Section Manager

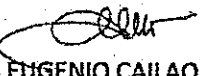
Reviewed by:

  
VAL AGNO  
HR Department Manager

Approved by:

  
MITSUSHIGE KAWASE  
ADMIN Division Manager

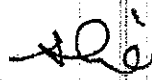
Noted by:

  
EUGENIO CAILAO  
Production Department Manager

  
ARLENE RUBIO  
QA Section Manager

  
ROCHELLE ODEVILAS  
HRT Section Manager

  
TAKEHIDE MARUOKA  
QA Department Manager

  
HIRONORI SHIRAHATA  
Production Division Manager

  
MASAHITO TOKUDA  
President