

## NOTICE TO EXPLAIN

EMPLOYEE NAME: BEA, ROWELYN JOY V.

**EMPLOYEE NUMBER: BF-11762** 

**DEPARTMENT:** 

DAIHATSU (2103)

DATE: DECEMBER 22, 2018

SUBJECT: OFFENSES AGAINST PRODUCTIVITY (2nd OFFENSE)

You are hereby ordered to explain in writing five (5) working days from receipt hereof why no disciplinary action should be taken against you for alleged violation of our Code of Discipline under Article 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 5; Negligence or carelessness in the performance of work.

**VIOLATION COMMITED**: Non-compliance on Insert — Pull Method (advance insertion) last December 14, 2018, which subjects you for <u>6-10 days suspension</u>.

Your failure to reply within period stated shall construed as admission of the above charges and/or waiver of your rights to present evidences for and in your behalf thus shall be the basis of the Management's decision.

PREPARED BY:		
en magnetisch	Kathleen :	Sean Lansangan
:	MDHII HR	COORDINATOR
NOTED BY:	$\bigcirc$	mohmm
	Ms. Chady Dosono	

MDHII BRANCH MANAGER

EMPLOYEE'S EXPLANATION:
ako po ay humihingi ng lubos na poumanhin. Ira aking nagawa noong Dec-14.2018.
ako po ay nag-advance incertion va kadahilanan pong vrobrang delay na po ang
lay out no lit. I ivo pa pong kadahilanan ay alarent po noong araw na yun ang
nakayorton (rai (rub 13 hindi 700 po talaga poetion yun Hinihingi 1810 po and myong
pang-unawa. Maraming Calamat Po.
RECOMMENDATION A 3 days augention (In 16.16, 2019)
Noted by: Approved by: Manager



#### **DISCIPLINARY ACTION MEMORANDUM**

EMPLOYEE NAME: BEA, ROWELYN JOY V.

**EMPLOYEE NUMBER: BF-11762** 

**DEPARTMENT:** 

DAIHATSU (2103)

**DATE: DECEMBER 22, 2018** 

#### **RECOMMENDATION:**

This is in reference with your written explanation regarding your alleged violations of Maxim de Humana Int'l Inc. Employee Code of Conduct and Discipline under Article 6. OFFENSES AGAINST PRODUCTIVITY; rule no. 6; Negligence or carelessness in the performance of work.

**VIOLATION COMMITED:** Non-compliance on Insert – Pull Method (advance insertion) last December 14, 2018.

It is clearly stated in Maxim de Humana Int'l Inc., Code of Conduct and Discipline the grounds for this violation. As an employee, you are required to follow all the rules and regulations of our company. Your reason is not enough for you not to be given a disciplinary action.

In view of this, you are hereby given a		3 chapt suspersion	Wan . 16-18, 2011)	_ the said violation of ou
Employee Code of Conduct.	•			

You are now forewarned that the next similar offense will already lead to a more severe disciplinary action.

PREPARED BY:

Kathleen Sean Lansangan

**MDHII HR COORDINATOR** 

NOTED BY:

Ms. Chady Dosono

MDHII BRANCH MANAGER

Konvelyn Joy V. Bag / Chn. 7, 2019

**Employee's Signature Over Printed Name/Date** 

bushow

Received by: Emely 1-0sorio 01-09-2019

Signature Over Printed Name/Date

# I ALERT WRITTEN EXPLANATION

Car Model/Line: painata P23L IIP-Line 2103 Superior Name: U' masacapan / 5 Valasco  Audit Findings: Non-compliance on Inset- Will Method (advance Insettin)	61. m.N
Name: Rowlyn City Bus Process: Use 1659 Prosition: Associate Group/Shift: 4/ps Process: Use 1659 Prosition: Associate Group/Shift: 4/ps Process: Use 1659 Pr	07-12-18
Name: Roboth Gry Bus Process: 1.116-1.557 / Position: Associate Group/Shift: 4/ps   Date/Time: Bushor 14, 2016 / 11.52 Pm   Batch No.: 294 No of Offence: 15t   Date/Time: Bushor 14, 2016 / 11.52 Pm   Batch No.: 294 No of Offence: 15t   Superior Name: 15' Mosaccuen 15' Veloco   Audit Findings: 160- Compliance of Inset- pail Method (Cadvance Insetting)  Details: Caught in act during achieve insettion of with 11, 100   b) & if on com. 15   Imperior of Kadanilanan pana delay na dolay na point   Imperior of Kadanilanan pana delay na dolay na point   Imperior of Kadanilanan pana delay na dolay na point   Imperior of Kadanilanan pana makaphen kenne (Color pana pana makaphen kenne (Color pana pana pana pana pana pana pana pan	90
Name: Rowlin City Bow Process: Clib Asop Position: Mocioth Group/Shift: 4/AU  Position: Mocioth Group/Shift: 4/AU  ID Number: MF-1174/2 Date/Time: Dumber 14, 2016 / 15.59 Mn  Batch No.: 294 No of Offence: 1st  Car Model/Line: Dishotsu D23L ISP-Line 20.9 Superior Name: J: Mociocayan / 5 Velouc  Audit Findings: Non-compliance of Indit- Mall Method (advance Insultim)  Details:  Caught in out during advance insurtion of Wires 1/1, 195E/, by 2 L/ on conn. 1s  Ingramment on the Rodanilanan pond delay no dela	Noted By:
Position: #400cioth Group/shift: +/put  ID Number: het-1176/2 Date/Time: brumber 14, 2018 / 11:50 PM  Batch No.: 296 No of Offence: jst  Car Model/Line: acinata 10201 IIP - Line 2003  Audit Findings: Not compliance on Inset- hall Method (advance insetting)  Details:  (aught in act doing advance insertion of wire 1/1, 10E/1, b) & U on conn. 1s  (aught in act doing advance insertion of wire 1/1, 10E/1, b) & U on conn. 1s  ware invertigen to kadamilanan pang dolan na dolan na pour para makaghen konne (account for para makaghen konne for para makaghen konne (account for para makaghen konne for para para para makaghen konne for para para para para makaghen konne for para para para para para para para pa	/Noted by.
ID Number: bef. 1171/2 Date/Time: beumber 14, 2018. / 18:50 PM Batch No.: 296 No of Offence: Bet Car Model/Line: pointatu D23L IIP-Line 2003 Superior Name: J' mosaccupar [5: Velosco Audit Findings: Not complicate on Inset. Mall Method (advance insetting)  Details:  Cought in out doing advance insertion of wires 1/1, 10E/, b/ 2 L/ on conn. 4s  Plantage insertion: Co. Radahilanan pang advance na polary na polary pang and nature Rome for many pang and nature Rome for many pang advance na polary rational pang pang advance na polary Rome for maken na produce na polary rational	
Batch No.: 184 No of Offence: 1st Car Model/Line: 2016/0454 D23L I/P_Line 2033  Audit Findings: Non-campliance on Inset- will method (advance insetting)  Details:  Caught in out during advance insetting of wirts 1/1, 185E/, b/ 2 U/ on com. 1s  Vance insertion of Kadanilanan pang dokay no advance no pang pang no ang noising for pang pang no ang noising kang pacaan pang makaphen komp (a company)  Lang pang noising kang pacaan pang makaphen kompe (a company)  Lang pang noising kang pacaan pang makaphen kompe (a company)  Lang pang noising kang pacaan pang makaphento dun at ang cina ang makaphento dun at ang cina wala nag mang layanat, at (a orac na ujan) big production of the pang cina cina cina cina cina cina cina cina	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Car Model/Line: pointain P23L IIP_Line 213 Superior Name: J. mosacquen [s. Velouce  Audit Findings: Not compliance on Insat- hall method (advance insattim)  Details:  Caught in out during advance insattion of wirts 1/1, 10E/1, b/2 L/1 on conn. 4s  Langermanchia po ninity and aking nagawa nahali pa ako  vance insention to kadahilaran pang aking nagawa nahali pa ako  lang pa ang nairip kong pacaan para makaohen konne to  ra a pa abrah ang tokang nakapwerto dun at ang cina  all makap na chatian kaya kailangan ku yang gawin  wala na pang layant at to orac na yan big pradu  Humhingi pa ako na pangmanhia.	
Audit Findings: Not compliance on Insert. (mill Method (advance Insertion))  Details: (audit in out doing advance Insertion of wires 1/1, 10E/1, b) & L/1 on conn. 4s  Ingrammathin po nings and aking magawa naturi po also younce insertion on kadamilanan pong dokul na dolaw na po lang po ang nairip kong paraan para makaahen kemne to ra pa po abrent ang totong nakapuseto dun. At ang cina ay crakop ng station na kaya kailangan ko yong gawin huda ng pang layant at on craft na yon big produ  Hymhingi po ako ng poumantin.	
Details:  Caught in out doing advance incortion of wires 41, 10E1, 61 & U on corn. 4s  Imaginary on the condition of wires 11, 10E1, 61 & U on corn. 4s  Vance intention to kadahilanan pang dokay na dolay na po  lang po ang nairip kong pacaan para makaahan komne to fra po  tra po abrent ang totong makaguegto dun. At ang gina  ay trakop ng totong na totong nakaguegto dun. At ang gina  kuala ng pang laytant at to arak na uyan bila pradu  aking sinairup  tinahingi po ako ng panmanhin  thinhingi po ako ng panmanhin	)· · · · · · · · · · · · · · · · · · ·
Improvement of all politics of with 11, vote, by 2 is on con. Is  Improvement of the politics of all politics of all politics of the politics	***************************************
Ipogramochin po minyo ang aking nagawa nahuli po ato yance invention (no kadahilanan pong dekay na delay na po lang po ang naking kong paraan para makaahen kome (no tra pa abrant ang totoong nakanneuto dun at ang una ay (rakop na Itation I kaya kailangan ko iyong gawin wala ng pang lay nat at (no oran na iyon big pradi aking (inaiculo po ako na pammanhin tinihingi po ako na pammanhin tinihingi ko po ako na pammanhin	
Ingramment po ning and aking nagawa nahuli po ato yance unvention (to kadahilanan pong delay na delay na delay na po lang po ang nakup kong paraan para makaahen konne to ka pa pa abrent ang totoong nakameuto dun at ang una ay makap na utation I kaya kailangan ku yang gawin wala na pang layant, at no enar na yon big pradu aking unaicub.  Hymhingi po ako na pannountin	c/tsw14-26m
Ingrammation for nings and aking magawa naturali po ato yourse intention for Kadahilanan pong delay na delay na delay na polarg po ang nakrip kong paraam para makaahen konne for tra pa po abrent ang totoong nakamento dun at ang kina ay makop na station I kaya kailangan ku iyong gawin wala na pang layout, at no enar na iyon big pradu aking sinasculo.  Hyinhingi po ako na panmantin thinhingi po ako na panmantin	***********************
Ingrammation for nings and aking magawa naturali po ato yourse intention for Kadahilanan pong delay na delay na delay na polarg po ang nakrip kong paraam para makaahen konne for tra pa po abrent ang totoong nakamento dun at ang kina ay makop na station I kaya kailangan ku iyong gawin wala na pang layout, at no enar na iyon big pradu aking sinasculo.  Hyinhingi po ako na panmantin thinhingi po ako na panmantin	65445646444444444541544545511541546666
Ingramment po ning and aking nagawa nahuli po ato yance unvention (to kadahilanan pong delay na delay na delay na po lang po ang nakup kong paraan para makaahen konne to ka pa pa abrent ang totoong nakameuto dun at ang una ay makap na utation I kaya kailangan ku yang gawin wala na pang layant, at no enar na yon big pradu aking unaicub.  Hymhingi po ako na pannountin	
Igagramonhin po ningo ang aking nagawa nchuli po ako yance unvention (ra kadahilanan pong delay na delay na polang po ang nakup kong paraan para makaahen konne (ra fa po abrent ang totoria nakanveyto dun at ang yina ay (rakop ng station I kaya kailangan ku iyeng gawin wala ng pang layont, at ra eras na iyon big pradu aking sinaisub.  Hymhingi po ako ng poumentin	
Igagramonhin po ningo ang aking nagawa nchuli po ako yance unvention (ra kadahilanan pong delay na delay na polang po ang nakup kong paraan para makaahen konne (ra fa po abrent ang totoria nakanveyto dun at ang yina ay (rakop ng station I kaya kailangan ku iyeng gawin wala ng pang layont, at ra eras na iyon big pradu aking sinaisub.  Hymhingi po ako ng poumentin	
Ingramment po ning and aking nagawa nahuli po ato yance unvention (to kadahilanan pong delay na delay na delay na po lang po ang nakup kong paraan para makaahen konne to ka pa pa abrent ang totoong nakameuto dun at ang una ay makap na utation I kaya kailangan ku yang gawin wala na pang layant, at no enar na yon big pradu aking unaicub.  Hymhingi po ako na pannountin	
larg po ang Nakip Kong paraan para makaahin kome vo tra pa po abrah ang totong nakapinento dun at ang kina ay makapinento dun at ang kina kaya kailangan ki yang gawin hida ng pang lay mat at ma orac na iyon big pradi aking rina rubo po ako ng panmenton to makapinento a makapinento de pang himbingi po ako ng panmenton molanet no mayana malanet no mayana	
lang po ang Najip Kong paraan para makaahin kome vo tra pa po ang Najip Kong paraan para makaahin kome vo tra pa po abrent ang totong nakapineuto dun at ang una ay makapineuto dun at ang una pang lay mat at a orac na ujum big pradu aking una una pang lay mat at a orac na ujum big pradu ting unahingi po ako ng panmountin	na nancod
tra fa: po abrent and totrona makarneuto dun at and una ay crakop na ctation I kaya kailangan ku iyeng gawin wola ag cina cana cina pradi akina cina cub.  Hymhingi po ako na poumentin	Kama Vin
ay mkop ng station I kaya kalangan ku yang gawin wala ng pang lay mt, at so oras na yan big pradi aking sinaisub po ako ng paymentin Hymhingi po ako ng paymentin	naakakadala
wold ag pang layout, at to eras na your bly pradu aking sinaisub.  Hymhingi po ako na poumountia.  Himhingi ko no ana nurra molanek 1 - rom urra	الأمادة أأرام
aking (maicub) po ako ng poumountia himbingi po ako ng poumountia molomek 1 momentum	market
Humbingi po ako na poumentia.  Hindringi ko no ana murra molanek 100 mm una	"Tury y
Hyprihingi po ako na poumentin	crang
Harbira Ro no and Inuma molarte no mor were	******************************
Maraming Colonal ps	***************************************
	2.i
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
	*********************
and the contract of the contra	
	•
	**************************
AGPONY 57 TUFNO	
en de la companya de	
Please Issue 1.R	
1 laure Legin 1.16	

Signature of Employee
Date: 27/(-/)

Staff Date: 12-13-18

Subervisor Date:

Manager Date:\_



### FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILIPPINES, INC.

# **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-repairing harness naid) 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 Recrultment 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:

В	-	2 <sup>nd</sup> offense	Suspension of six (6) to ten (10) working days
С .	· · · · · · · · · · · · · · · · · · ·	3 <sup>rd</sup> offense .	Suspension of eleven (11) to fifteen (15) working days
D	. • <u>-</u>	. 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.

EFF: 04/01/13