



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 : 15_1613669

NAME : Zulueta, Melchet Doronila

Melchet Zulueta

FROM : PKIMT Management

SUBJECT : Written Warning

No. of Offense : *2nd gr*
1st Offense

DATE : January 31, 2020

This refers to the alleged offense(s) you have committed at 1/8/2020 to name: Zulueta, Melchet Doronila

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 Follow SOP - Connectors not set on jig after Lay-out 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]*
15_1613669

FURUKAWA - Production Operator

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

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd gr</i> <i>1st - WRITTEN</i>
Line/Shift	<i>DM1111T54 2104/ B</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	



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 : 15_1613669
NAME : Zulueta, Melchet Doronila
FROM : PKIMT Management
SUBJECT : Notice to Explain
No. of Offense : 3rd ⁱⁿ 1st Offense
DATE : 30-Jan-20

Zulueta

This refers to the alleged offense(s) you have committed at 8-Jan-20 to name: Zulueta, Melchet Doronila

Violation Offense | V

OFFENSES AGAINST COMPANY INTEREST

Section No. 10

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This is for your guidance and strict compliance.

NOTED BY:

[Signature]
PKIMT Management

Conforme:

Zulueta
15_1613669

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: FKMTT

Name: Melchet Zulueta

Position: Associate

ID Number: 15-1413 649

Batch No.: 76

Car Model/Line: Ramadan 1204

Control No: FALP-1A-2001-3785 H

<u>M. Detado</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Process: lay out

Group/Shift: DS-13

Date/Time: Jan 08, 2000 | 10:45

No. of Offense: 2nd

Superior Name: J. Morales

Details of Audit Findings: Not following COP

instructions not set on rig after layout process

WRITTEN EXPLANATION

Ako po ay malulukan na hindi nakalagay sa rig kung anong
after kopo mag lay out - station 2 po ako bang po ako
matapos mag lay-out, binabalikan ko po ang mga conn at inilagay
ko po sa rig. Madam pong hy-unt ako pagtadaan po mga conn
mali kaya hindi kaya ako na paglating sa dulo na ang
mga sr. sig. ipagpamanhin nyo po sana...

REMARKS/ EVALUATION

☒ i-Alert Explanation Only

☐ Agency/FALP Written Explanation Only (based from handbook)

☐ Need day/s suspension (based from Handbook & Memo for Major Non-Compliance)

<u>Melchet Zulueta</u> Signature of Employee Date: <u>01-09-20</u>	<u>[Signature]</u> Jr. Staff Date: <u>01-09-20</u>	<u>L. J. [Signature]</u> Staff Date: <u>01-10-20</u>	<u>[Signature]</u> Supervisor Date: <u>1-10-20</u>	<u>[Signature]</u> Manager Date: <u>1/11/2020</u>
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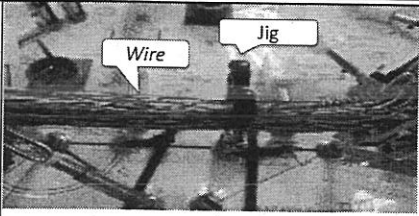
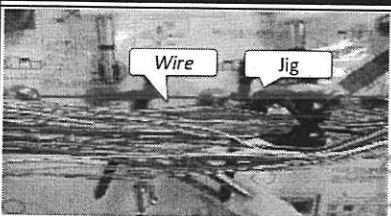
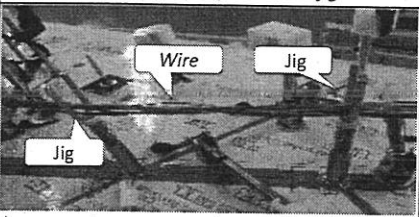
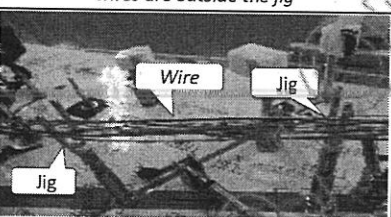
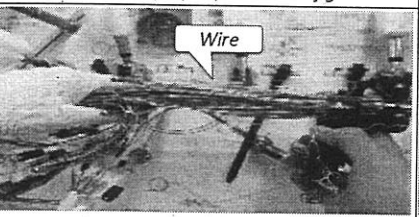
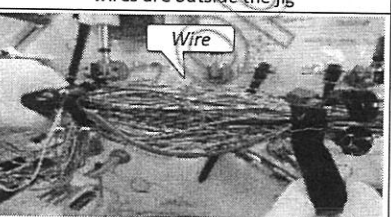
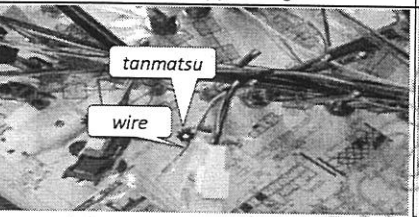
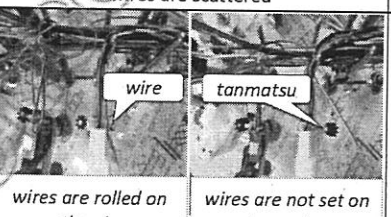
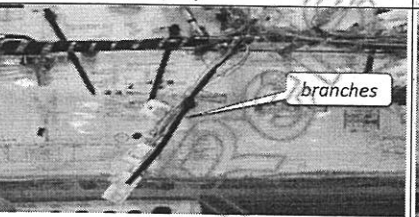
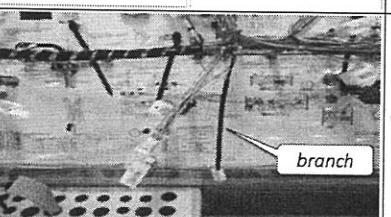
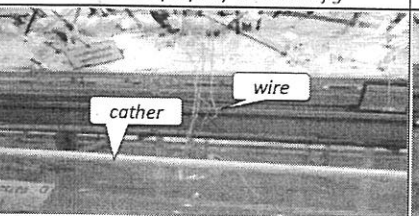
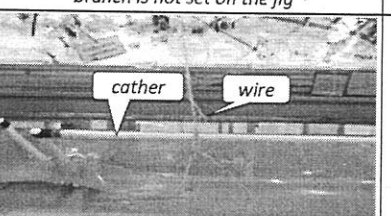
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1 of 1

DOCUMENT NO.: FALP-CP-PRD-16004	TITLE : PROPER TREATMENT OF WIRE AND CONNECTOR DURING LAYOUT AND TAPING PROCESS			
Revision No : 1	Approved By:	Verified by:	Checked by:	Prepared By:
Effectivity Date: 19-Feb-18	Hironori Shirahata	Eugenio Cailao	Lea Escalona	Alaiza Saludo
Purpose:	To aware all <i>associate</i> on the proper condition of wire after layout and before taping process to prevent wrong dimension, damaged wire, and tension wire.			
Application:	Production - Final Assembly Process			

ITEM NO	OK CONDITION	NG CONDITION	DESCRIPTION	RESPONSIBLE PERSON
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1	 wires are properly set on the jig	 wires are outside the jig	Wire should be inserted properly in the jig after layouting the sub wire	Layout <i>associate</i>
2	 wires are properly set on the jig	 wires are outside the jig	Wire should be arranged properly in the jig after layouting the sub wire	Taping <i>associate</i>
3	 wires are properly fixed together	 wires are scattered	Arrangement of wire must be checked before proceeding to taping process	Layout <i>associate</i>
4	 wires are properly set on tanmatsu	 wires are rolled on the pin wires are not set on tanmatsu	During Layout: All wires must be set on tanmatsu	Layout <i>associate</i>
5	 branches are properly set on the jig	 branch is not set on the jig	During or before taping: All branches and main trunk must be set on their jigs.	Taping <i>associate</i>
6	 wires are inside the catcher	 wires are outside the catcher	All wires must be inside the catcher	Layout <i>associate</i>

DR/CN NO.	REV. NO.	EFFECTIVITY DATE	REVISION HISTORY
PD-PRD-L3c-1802-002	1	19-Feb-18	Update job titles; Elaborated the description of good and no good condition
A3g-1610-002	0	22-Oct-16	First Issue