



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_PK20501
Aguirre, Aron Jay Dimaano / *Aguirre*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 10, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 1 DAY SUSPENSION MARCH 18, 2019
Line	55702 Return: 3/19 - DS
Jr. Staff	
Staff	
ACKNOWLEDGE BY: <i>Katherine O. Carrera</i> KATHERINE O. CARRERA	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 18-Jan-19 to name: Aguirre, Aron Jay Dimaano

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:

Unauthorized person doing the 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]
PKIMT Management

Conforme: *[Signature]*
18_PK20501

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 : 18_PK20501
Aguirre, Aron Jay Dimaano *Aguirre*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st offense
DATE : 9-Mar-19

This refers to the alleged offense(s) you have committed at 18-Jan-19 to name: Aguirre, Aron Jay Dimaano

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:

Unauthorized person doing the 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: *Aguirre*
18_PK20501

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS ☐ MDHII
☒ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1901-022

Optimized D. Newlen	<i>[Signature]</i> G. Magadia
Audited By:	Noted By:

Name: Quirino, Aron
 Position: Associate
 ID Number: 12-PR20301
 Batch No.: 213
 Car Model/Line: 117 main / 5102

Process: Shiage
 Group/Shift: A/
 Date/ Time: 1/18/19
 No. of Offense: 1
 Superior Name: G. Contos

Audit Findings: un-authorized person doing the process.
 Details:

- un authorized person doing the process (doing shiage process without authorization badge , certified only on Ect process)

WRITTEN EXPLANATION

Ako po si Aguirre Aron Jay D. Na nakita nang I Alert na nag cut nang isang clamp sa shiage 2. Na En Andon pr ang ECT 3 namn naitapos nag CR po ako. Pag balik ko po sa line namn Daka Napad nang ako sa shiage 2. Na curious po ako sa ginagawa nila kaya po ako nag try mag cut nang isang clamp. Ngunit nakita po ako nang alert nang hini ragan.

Sasusunod po hihid na po ako magtayo mag process. Sa ibang process (at hindi lubu authorized sa process) at Lalo na kung hindi authorized. Maa papa Certified muna po ako sa process nayan para kailat po ako mag process dun may Authorization badge ako nag angibawaran at mag process lang ako dun kapag sinabihin ako nang along leader.

Remarks/ Evaluation:

Please Issue I.R

[Signature]
 Signature of Employee
 Date: _____

[Signature]
 Jr Staff
 Date: 2/27/19

[Signature]
 Staff
 Date: 2/22/19

[Signature]
 Supervisor
 Date: 2/23/19

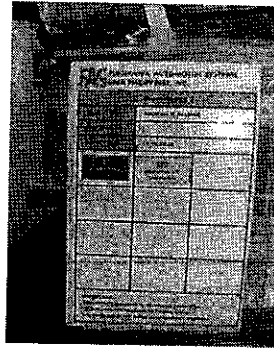
[Signature]
 Manager
 Date: 2/26/19

iAlert Line Audit Report

Car Model	Suzuki YV7 Main
Date	Jan. 17, 2019
Line/ Process	5102/ ECT
Shift/ Group	NS-A
Person Informed	S. Hornilla
Details	

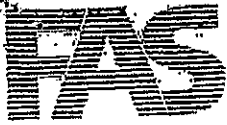
Un-authorized person doing shiage process. Associate certified only on ECT process.

Picture



Action Taken

> Reported on MQM
> Issued Written Explanation



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.