



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_PK21482
Alulod, Jean Rose Ramos *[Signature]*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st offense
DATE : 9-Jan-19

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 5 days Jan - 17 - 18, 2019 <i>[Signature]</i>
Line	603001 7717-18
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 1-7
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 1-Dec-18 to name: Alulod, Jean Rose Ramos

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 Follow SOP - Non compliance on using Fuse Plate

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_PK21482

FURUKAWA - Production Operator


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



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

MEMORANDUM NO. HRADM

TO : 18_PK21482

Alulod, Jean Rose Ramos 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st Offense

DATE : 3-Jan-19

This refers to the alleged offense(s) you have committed at 1-Dec-18 to name: Alulod, Jean Rose Ramos

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:

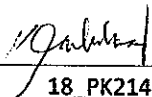
Not Follow SOP - Non compliance on using Fuse Plate

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.

SIGNED BY:


PKIMT Management

Conforme: 
18_PK21482

FURUKAWA - Production Operator

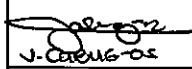

(Please attach your written explanation upon returning of this letter)

I ALERT WRITTEN EXPLANATION

Control No: SOL-12-18

☐ FAS

☒ PKIMT- PK

 J. Matibag	 G. Magaña
Audited By:	Noted By:

Name: ALULOD JEAN ROSE

Process: ECT

Position: ASSOCIATE

Group/Shift: A/PS

ID Number: 19-PK21482

Date/ Time: DEC-01 2018 / 11:05 am

Batch No.: 202

No of Offence: 1ST

Car Model/Line: SUZUKI YDI INPADEL / 5117

Superior Name: J. MATIBAG

Audit Findings: Non Compliance on Using Fuse Plate

Details:

CAUGHT IN ACT NOT USING FUSE PLATE DURING PROCESS

PRODUCT: 36756-36620-79K80

CONNECTOR:

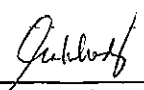
WRITTEN EXPLANATION


Ako po si Jean Rose Alulod na na-audit po sa hindi pag-gamit ng fuse plate sa kadahilanan pong na nanala po ako sa focus sa pag-gamit ng fuse plate kase po madami po akong portion sa pag-combine kaya po ay di ko po nagamit agad dahil din sa sobrang hapitan at sobrang tambak po. Nangangako po ako hindi na po ulit yun manulit kaya po sa paglalagay na lang po ng fuse ako mag-focus para po di ko po malalimutan gumamit ng fuse plate during process.

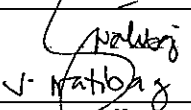
Please Issue I.R


Remarks/ Evaluation:

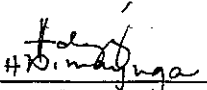
SV to conduct process check and cycle time
Rearrange workload as needed

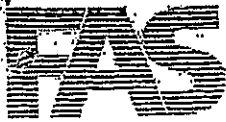

Signature of Employee
Date: 12-04-18


Jr Staff
Date: DEC 4, 2018


J. Matibag
Staff
Date: 12-10-18


Supervisor
Date: 12-21-18


Manager
Date: 12/20



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 naayon 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.