



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_PK14635
Perez, Tessie Mae De Torres *Info*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 6-Feb-19

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 2 DAYS SUSPENSION FEB. 4-5, 2019 - change to
Line	MA209 1119 - 1A
Jr. Staff	<i>[Signature]</i> A. GARCIA
Staff	<i>[Signature]</i> XIC. KAPU
ACKNOWLEDGE BY:	
MANAGER	<i>[Signature]</i> 2/4
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 26-Jan-19 to name: Perez, Tessie Mae De Torres

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 insert pull method doing advance insertion

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]*
17_PK14635


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_PK14635

Perez, Tessie Mae De Torres 

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 27-Jan-19

This refers to the alleged offense(s) you have committed at 26-Jan-19 to name: Perez, Tessie Mae De Torres

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:

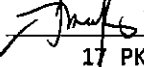
Not follow insert pull method doing advance insertion

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

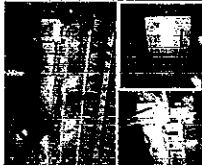

Conforme: 
17_PK14635

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
(NS - Mhene Marquez)

Date: January 26, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Finding/Items for Improvement	OK?	Action taken	Corrective	Operator / Other / Complaint Person	Shift Supervisor	Person Informed	In Charge / Car Model / Department	Person In Charge	Status/Remarks
1	1/26/19 N/S	Mazda line 1119			Associate not follow insert pull method doing advance insertion in connector LFM/LALF-42M during process in sub assy might cause of wrong insert and TBO	NG	Informed Junior staff regarding this matter and advised associate to follow SOP in sub assy process	SOP	 Tessie Mae Perez-PKIM	N/S	Irish Geron	Mazda	Mam Chelle	for monitoring

DATE: 01-21-19

OFFENSE: _____

WRITTEN EXPLANATION:

Ako po si Tessie Mae Perez, ng Mazda 1119 na nag-advance insertion. Ng dalawang insertion. Nagkitaon lang po na nag-advance po yung dalawang insertion dahil akala ko po ako ay na wrong insert kaya ang ginawa ko po insert ko na yung dalawang wire dahil nasa last insertion na rin naman po sa connector na iyon. Nala po sana alang balala iadvance yun dahil left side po yun ng connector at yung sa right side ng connector ay hindi pa nakainser. Xung akala ko na wrong insert ay tama naman po kaso nasa advance po iyon wire. kaya mauuna ko po iyon nainser. Xun pong for insertion sa PC ang nahuli ko nainser po.

COUNTERMEASURE:

Siiguraduhin ko po na nasa tama alang insertion para hindi ako na papa-advance ng insert ng wire. at lagi alang magbebase sa PC.

Tessie Mae Perez

Signature over Printed Name

MAZDA/1119

Car Model / Line



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.