



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

14_0710770

TO : 14_0710770

Ignacio, Annaliza Camape ✓ *Annaliza*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 24-Aug-18

This refers to the alleged offense(s) you have committed at 31-Jul-18 to name: Ignacio, Annaliza Camape

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:

Non-Compliance Insert-Pull Method

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:

Annaliza 8/25
PKIMT Management

Conforme: *Annaliza*

14_0710770

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 : 14_0710770

Ignacio, Annaliza Camape *Ang nawa*

FROM : PKIMT Management

SUBJECT : Notice to explain

No.of Offense : 1st Offense

DATE : 23-Aug-18

This refers to the alleged offense(s) you have committed at

31-Jul-18

to name: Ignacio, Annaliza Camape

Violation Offense No.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: *Ang nawa*

14_0710770

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: 514-07-12 00

☐ FAS

☒ PKIMT

<u>J. Cabages</u> Audited By:	<u>G. MAGANA</u> Noted By:
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Name: IGNACIO ANNA LIZA
Position: ASSOCIATE
ID Number: 14-0710770
Batch No.:
Car Model/Line: SUZUKI YV7 5102

Process: LAYOUT
Group/Shift: A - NS
Date/ Time: JULY 25 2018 6:00 am
No of Offence: 1ST
Superior Name:

Audit Findings: un-authorized operator doing the process.

Details:

Un-authorized operator doing taping/assembly process (NO CERTIFICATION BADGE)

WRITTEN EXPLANATION

Debay ang buksan ko ng time na nakita ng i alert na mag support sa buksan 193 na nilalayout ko kaya mag support ako sa buksan ng pagtatap sa support ko lang naman ko at tatalong board na mag debay ko. Akala ko naman pati na okay lang na mag support ako sa buksan kasi yung Certification ko na FAP- Assy yung pag lay and dal sa ch mag na certify ako. Kaya naman na nakatigil ako at walang ginagawa kaya ng support na lang ako sa buksan na nilalayout ko. Hindi ko naman sa alalain na yung inkanayan koma makatulong eh magamit na pala. Mag papa request na lang ako na mag karoon ng bagong certification na Assy para lang debay ako ulit maka mag support ako sa buksan ko para hindi naman cooping ang pag aatay ko. At kung sakali na hindi ako mag karoon ng certification sa Assy pinapangako ko na hindi na ako mag support sa buksan ngayon buhay at buhat kulan po...

Remarks/Evaluation:

SHANE, pls follow up to Gretchen the cross training of this employee to TC-

Please Issue I-R 08/10/18

<u>Anguiano</u> Signature of Employee Date: <u>7/23/18</u>	<u>Plante</u> Jr Staff Date: <u>7/28/18</u>	<u>J. Cabages</u> Staff Date: <u>7/28/18</u>	<u>mark</u> Supervisor Date: <u>7/31/18</u>	<u>K. Cabages</u> Manager Date: <u>8/1/18</u>
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Shane
2/1/2018
1602PM



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.

7/31/18

INTERVIEW: TO ANNANIZA IGNACIO

QUESTIONS:

- 1) SINONG NAG-UTOS SAYO NA MAGSUPPORT SA BUKUMI? wala po.
- 2) KUNG WALA, MAY NAKAKITA BA SA YONG JR STAFF/ EXPERT wala din po.
NA NAGSUSUPPORT KAHIT DI ICA CERTIFIED?
- 3) AWARE KA BA NA PUWDE KANG MASUSPEND DAPAT DYA? Opo.. kaya lang naman po ako nagsupport sa bukumi 3 kasi nga po delay ako. kesa naman po na wala along ginagawa sa kanya nagsupport po ako at delay nga po ako ng tatlong board. Hindi ko po naman na akalain na mapapasama pa yung ^{intensyong} kompanyang sa bukumi.
- 4) NGAYON BA AY DINA-CROSS TRAIN ICA NA ^{magpapag} po ulit ako sa Assg kasi po yung saken certification yun pa pang na deploy ako sa main nun Dec 2014.
Para po maka pag support ako pag advance ako sa bukumi at hindi na po ako maoodit ng i-alert...

Please leave it on my table once replied.

her
Khatc.