

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\_PK25130

Malapitan, Saireynel Ocampo

**FROM** 

: PKIMT Management

**SUBJECT** 

: Notice for Suspension

No. of Offense

: 2nd offense

DATE

3/1//2019

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

20-Feb-19

to name:

Staff

No. Offense:

Malapitan, Saireynel Ocampo

Signature Over Printed name/ Date

COMMENTS/ ASSESMENT

se: TOR G DAYS SWIFTENNOW

March 1810. Ds - refuest

MARCH 11 ~ 16, 2019

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 Repair / Hidden Repair on Dimension Inspection

You are hereby given 5 days upon reciept 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:

PKIMT Management

18\_PK25130

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\_PK25130

Malapitan, Saireynel Ocampo

**FROM** 

: PKIMT Management

**SUBJECT** 

: Notice to explain

No. of Offense: 2nd offense

DATE

: 28-Feb-19

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

20-Feb-19

to name: Malapitan, Saireynel Ocampo

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 Repair / Hidden Repair on Dimension Inspection

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:

18\_PK25130

**FURUKAWA - Production Operator** 

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

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1	2	ID NO	NAME	DATE COMMITTED	0.v.#	Omission or com	DISCRIPTION	Penalty
7525		18_PK25130	Malapitan, Saireynel Oca	7/30/2018	48	Omission or comp	Confiscated Item 2 pcs Mento	Written Warning
7689		18_PK25130	Malapitan, Saireynel Oca				Confiscated items (Fork and Sp	
8183		18_PK25130	Malapitan, Saireynel Oca	11/7/2018	48	Omission or comm	process - Inspector caught	
8621		18_PK21592	Hermosa, Mary Grace Co	1/15/2019	48	Omission or comn		Written Warning
8622		18_PK25130	Malapitan, Saireynel Oca	1/3~4/2019	52	Absence from wor	2 days Absent with Invalid Rea	
8794		18 PK25130	Malapitan, Saireynel Oca	2/20/2019	48	Omission or comm	Unauthorized Repair / Hidden Repair on Dimension Inspection	NTS

## I ALERT WRITTEN EXPLANATION

Name: Malapitan Saircynel o Process: Dimension Position: Accorde Group/Shift: 8/155  ID Number: 18- PR 25130 Date/Time: 9:45 cm  Batch No.: 28.3 No. of Offense: Hist offense  Car Model/Line: 4pl/ Leng Superior Name: 14- 26 Guzmon  Audit Findings: Enwardorzed Repair () Hodgen Repair on Onderson Entrection  Details:  Associate caught in act polling of branch, not polluding Stop, call 4 WAIT and pull the expot taring dee to Short dimension.  WRITTEN EXPLANATION  Alke po a caircynel Malapitan ay hindi airacadyong nakapag adjust ng irang yed fixing tape kung kaya nagtaren po ng umbt na Litt ya aking patrien dahilou kung batri ko na paulide ang ritr. Hindi to po rino radyo ag kadohilanan pang hindi haman vya Nie o shurt dimension, irinak ko hamang he ang isang urper taping va Languang vulati kahili jibly aphonal kanang he ang isang urper taping va Languang vulati kahili jibly aphonal kanang pe ang isang urper taping va Languang vulati kahili jibly aphonal kanang debil bated ra hindi yib Nie, pauliti -uliti na laha jibng no fe-feed back ra guragang ratatasira sa aking frabaho Regibubahini ko pe ang atang trabaho sa aking frabaho Regibubahini ko pe ang atang trabaho sa aking frabaho. Regibubahini ko pe ang atang trabaho sa ang atang frabaho. Regibubahini ko pe ang atang trabaho sa ang atang frabaho. Regibubahini ko pe ang atang trabaho sa ang ang atang frabaho. Regibubahini ko pe ang atang trabaho sa ang ang atang frabaho. Regibubahini ko pe ang atang trabaho sa ang ang atang frabaho. Regibubahini ko pe ang atang frabaho.	FAS	MDHII		Control No:	FALP-18-1902-099
Name: Malapitan Sqireynel 6. Process: Dimension Position: Ascocite Group/Shift: 8/105 ID Number: 18- PK 25130 Date/Time: q:45 am Batch No.: 223 No. of Offense: first offense Car Model/Line: YPI / L 5119 Superior Name: A. De Gozman  Audit Findings: Enderorized Repair Phopen Repair on Omersion Entrection  Details:  Associate caught in act polling of branch, not polleding Stop, CALL 4 WAIT and poll the spot taring doe to short dimension.  WRITTEN EXPLANATION  Files po a training lead to short dimension.  WRITTEN EXPLANATION  Files po a training lead to short dimension.  WRITTEN EXPLANATION  Files po a training lead to short dimension.  WRITTEN EXPLANATION  Files po a training ball halopitan ay hindi officially and polity find put you aring perfect of the short of the short dimension in the polity of the short of the short dimension in the short of the sh	✓ PKIMT	ADD EVEN		C-REDONOD	<del> </del>
WRITTEN EXPLANATION  Fike po is raineynel Malapitan ay hindi vinasadyong nakapag adjust ng irang spot   fixing tape kung kaya't nagtareen po ng umbot ng wite ya aking portion dahilan kung batit ko napaslide ang vite Hindi to po sinavardyo ug kadohilanan peng hindi naman vya Nb o short dimension, irinak ko lamang po ang irang spot taping sa tanyang rukat kahit jiv'y optional lamang. Hindi to na po nagawang magtawang ng ir. Haff o Expert on oras na iyon dahil lakod ra hindi ito Nb, paulit -ulit na lang jing nafe-feedbact ra gumagawa.  Marapatin nyo po sara ang ating paliwanag, hindi na po ato gagawa ng	Position: ID Number: Batch No.: Car Model/Line: Audit Findir Details:  Associate	Ascociate  18 - Pk 25130  22.3  YDI / L SIIG  185: EN ATRORIZED REP.  Caught in act poling	Group/Shift: Date/ Time: No. of Offense: Superior Name: AIK J HIDDEN REPAIR ON OF Branch, Not Follo	Dimencion  B/DS  q:45 am  first offense  H. De Guzman  OIMENSION ENSPECTIO	
Ako po si trajpegnel Malapitan ay hindi vinasadyong nakapag adjust ng irang spot fixing tape kung kaya't nagtaroon po ng umbok na wite va aking porfion dahilan kung bakit ko napaslide ang vire ifindi ku po singvadyo da kadohilanan pong hindi naman vya Nb o short dimension, ivinakto ko lamang po ang Isang spot taping sa kanyang rukat kahit jivy optional lamang. Hindi ko na po nagawang magtawag ng ir. Haff o Expert sa otas na iyon dahil lakod ra hindi ito Nb, paulit -ulit na lang jong nafe-feedback ra guragawa.  Marapatin nyo po sata ang ating palivanag, hindi na po ato gagawa ng					
Remarks/ Evaluation:	rpo-1 fixing porfion dal kadohilanan po ang lu hinaj to dahil lateo gumagawa	o ri rajnynel Malapita tape kung kayo'f r pilan kung batit ko n pang bindi haman ri ang rpo'f taping ra na po hagawang moofa l ra hindi ifo Nt, afin nyo po sata ang matatrisira ra akh	n ay hindi vinasady nagkareen po ng um napaslide ang virt. Ya NE o sheri dime Lanyang rukat waag ng ir staff paulit -ulit na lang ating paliwanag, hin ng frabaho Pagbubu waan. Motraming	nng nakapag adjus bok na uite ya ilindi ku po ning Pasion, ivinak le kahit itu'y op! o Expert aa iling na fe-fee di na po ato a tihin lu po ang Talamai po.	aking vadyo ua ko lamang honal lamang. Otas na iyon dbact va gaqawa na

please I sue I.R

Signature of Employee

M. Barawa Jr Staff Date: 02 22 19

M. UKBAM

D. VERTU Supervisor
Date: 2-71-19

Kepponters Manager Date: 2/22/19



# 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:

2<sup>nd</sup> offense

Suspension of six (6) to ten (10) working days

3rd offense

Suspension of eleven (11) to fifteen (15) working days

·4<sup>th</sup> 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.

EFF: 04/01/13