



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\_PK20867  
Fadriga, Ruffa Villacerna

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 10, 2019

ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	1st 2019K SUSPENSION MARCH 14 + 15, 2019
Line	CS717
Jr. Staff	Return : 3/16 - DS CONSULTA TWOYFE A.
Staff	
ACKNOWLEDGE BY: KATHERINE O. CABRERA	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 16-Feb-19 to name: Fadriga, Ruffa Villacerna

**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:**

**Non-compliance on Inser 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:

PKIMT Management

Conforme:

18\_PK20867

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\_PK20867  
Fadriga, Ruffa Villacerna  
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 16-Feb-19 to name: Fadriga, Ruffa Villacerna

**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:**

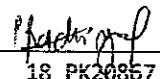
**Non-compliance on Inset Pull Method**

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:   
18\_PK20867



FURUKAWA - Production Operator

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

# I ALERT WRITTEN EXPLANATION

Control No: FALP-18-1902-080

☐ FAS ☐ MDHII  
☒ PKIMT ☐ ADD EVEN

 Audited By:	 Noted By:
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Name: Fadiga, Ruffa  
 Position: Associate  
 ID Number: 18-PK20867  
 Batch No.:   
 Car Model/Line: YDI / 5117

Process: Layout  
 Group/Shift: A / NS  
 Date/ Time: Feb 16 2019 / 11:05 pm  
 No. of Offense: 1st  
 Superior Name: J. Consulta / J. Matibag

Audit Findings: Non-compliance on INSERT PULL method  
 Details:

- did not conduct pulling of wire on conn. DSL - RF wire color: R/
- Both terminal are inserted at the same time wire obr: B/, B/

## WRITTEN EXPLANATION

Ako po si RUFFA FABRICA nahuli ng I-Alert Audit na hindi nage conduct ng pulling at pinagpapalitan po ng dalawang magkabilang shikatan sa connector DSL-RF Shikatan #194 & 197 na dalawa po ang klase ng point mark ng terminal. ang una po ay #194 Blue mark po ang point mark at #197 Green mark naman po ang point mark.  
 Magkasundapang cavity ng connector na pag-iinserton ko dahil nga po sa magkasundapang cavity nila, at check ko naman po ang point mark ng terminal kagay insert.

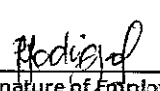
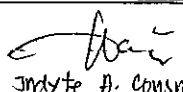
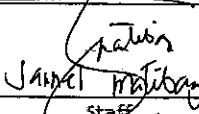
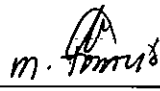

Nagagawa ko po ita kapag delay na ako at mag may additional insertion na ibibigay sa akin. dahil nga po kulang kami sa too kailangan ko po humapit para hindi na po ako makadagdag pa sa delay.  
 Ipaparamihin po ningo kagagawa ko po iyan. Hindi kona po ulitin pa.

Sa susunod pa magka conduct na po ako ng pulling insertion at hindi kona po ulitin ang pag-sasabay na insert ang dalawang magkabilang shikatan sa connector.


## Remarks/ Evaluation:

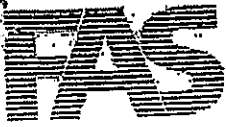
We will check the work unit of the Associate  
 And we will check also the point marking if same mark  
 We will transfer to other STN to avoid delay and the Associate will follow the SOP.

Please Issue I-R

 Signature of Employee Date: <u>02/20/2019</u>	 Jr Staff Date: <u>2-19-2019</u>	 Staff Date: <u>2/19/19</u>	 Supervisor Date: <u>2-19-19</u>	 Manager Date: <u>2/27/19</u>
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pkgs  
colocate  
3:58pm

Car Model	SUZUKI YD1	<div>Picture</div> 	Action Taken
Date/Time	February 16, 2019		
Line/ Process	5124/Layout		
Shift/ Group	NS/A		
Person Informed	J. Matibag		
Details			
Non Compliance on INSERT-PULL method Not conduct pulling of wire on lay out process (3 wires) SSG-TSN10-18M Br/ R/ L/			



## 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 <sup>nd</sup> offense | Suspension of six (6) to ten (10) working days         |
| C | - | 3 <sup>rd</sup> offense | Suspension of eleven (11) to fifteen (15) working days |
| D | - | 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.