



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 : 19_PK32255
NAME : Del Rio, Myco Ojales / *Myco de Rio*
FROM : PKIMT Management
SUBJECT : Notice for Suspension
No. of Offense : 1st Offense
DATE : January 25, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	<i>1st</i>
<i>1 day Suspension</i> <i>2/7/2020</i>	
Line/Shift	<i># 3009-B</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	<i>[Signature]</i>
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 11/28/2019 to name: Del Rio, Myco Ojales

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 following SOP in Sub assembly process

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:

[Signature]
PKIMT Management

Conforme: *Myco de Rio*
19_PK32255

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 : 19_PK32255
NAME : Del Rio, Myco Ojales *Myco Del Rio*
FROM : PKIMT Management
SUBJECT : Notice to explain
No. of Offense : 1st Offense
DATE : 25-Jan-20

This refers to the alleged offense(s) you have committed at 28-Nov-19 to name: Del Rio, Myco Ojales

Violation Offense | 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

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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme: *Myco Del Rio*
19_PK32255

FURUKAWA - Production Operator

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

I-ALERT WRITTEN EXPLANATION

☐

FAS

Control No: FAIP-11-PM-3477

☒

AGENCY

Please Specify: PKMT

R. ALEGRO	S. Magadia
Audited By:	Noted By:

Name: Del Rio, Myco
Position: Associate
ID Number: 19-PK82255
Batch No.: 262
Car Model/Line: Honda / 3115

Process: Sub-Assembly
Group/Shift: B10s
Date/Time: 11-28-19 / 9:10am
No. of Offense: First Offense
Superior Name: A. Puyo

Audit Findings: Non-compliance on Insert Full method.

Details:

Associate was caught in act conduct advance insertion on connector HSE / YSN9-25F B1 shikakari 192.

WRITTEN EXPLANATION

Ako po si Myco Del Rio ako po ay nagkaroon ng audit na Advance insertion. sa kadahilanan ng insert ko agad yung shikakari 192 sa connector na HSE / YSN 25F ang pag kakamali ko po ay hindi ako tumingin sa sub pc na mayroon pa palang insert na shikakari na nakalagay sa down point kaya po ako ay na kapag advance insertion.

Counter Measure:

Siigwarduhin ko na po na bago po ako maginsert ng shikakari titingnan ko po muna (ing) sa sub pc.

11/24/2020 En And Ann Selan

Remarks/ Evaluation:

→ Nag-advance sya pero nag-insert - pull ba sya?

<input type="checkbox"/>	i-Alert Written Explanation Only
<input checked="" type="checkbox"/>	Agency/FALP Written Explanation Only (based from Handbook)
<input checked="" type="checkbox"/>	Need day/s Suspension (based from FALP Handbook & Memo for Major Non-Compliance)

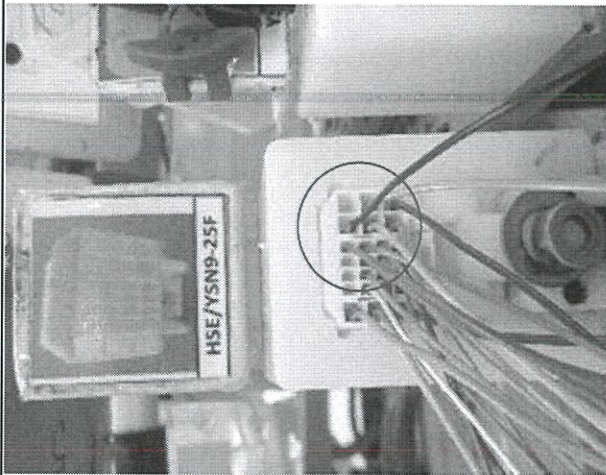

Signature of Employee
Date: 12/15/19

Signature
Jr Staff
Date: 12/05/19

Signature
Staff
Date: 12/05/19

Signature
Supervisor
Date: _____

Signature
Manager
Date: 12/10/19

Date & Time		November 28, 2019/ 9:10am		Illustration		Action Taken	
Shift & Group		DS/B					
Car Maker/ Model		Honda					
Line No.		3115					
Name		Del Rio Myco					
ID No.		19-PK32255					
Batch No.		262					
Process		Sub assy					
FAS or Agency: specify		PKIMIT					
Person Informed		A. Puyo					
Audited by:		R. Alegro					
Reason/Risk:							
Audit Details							
Non compliance on INSERT PULL method							
Advance insertion on connector HSE/YSN9-25F B/				Remind associate to follow SOP during insertion, avoid doing advance insertion.			



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.