



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_PK30535
Linchoco, Rubielyn Rebarter */linchoco*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : March 20, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	1st 0997-1796-262
1 day Suspension March 27, 2019	
Line	✓ 5720 March 28, 2019 Dayshift
Jr. Staff	
Staff	<i>ph</i>
ACKNOWLEDGE BY: KATHERINE O. CABRERA	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 6-Mar-19 to name: Linchoco, Rubielyn Rebarter

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 following SOP-Unauthorized operator doing the process

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:

/Inclaren

PKIMT Management

Conforme: */linchoco*
19_PK30535

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 : 19_PK30535

Linchoco, Rubielyn Rebarter / *gunchow*

FROM : PKIMT Management

SUBJECT : Notice to Explain

No.of Offense : 1st offense

DATE : 15-Mar-19

This refers to the alleged offense(s) you have committed at 6-Mar-19 to name: Linchoco, Rubielyn Rebarter

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-Unauthorized operator doing the 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:

PKIMT Management

Conforme: *gunchow*

19_PK30535

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

Control No: FALD-1A-1908-160



FAS



AGENCY

Please Specify: PKIMT

P. SANCHEZ	G. Magadia
Audited By:	Noted By:

Name: LINCHOCO, RUBIELYN
 Position: ASSOCIATE
 ID Number: 19-PK30535
 Batch No.: 253
 Car Model/Line: SUZUKI YD1 / 5120

Process: ECT
 Group/Shift: B (N/S)
 Date/ Time: 08-06-19 / 05:21am
 No. of Offense: 1ST OFFENSE
 Superior Name: B. DE CASTRO / M. RAMOS

Audit Findings: UN-AUTHORIZED OPERATOR DOING THE PROCESS

Details: DIMENSION INSPECTOR CONDUCT ECT WITHOUT CERTIFICATION BADGE.

WRITTEN EXPLANATION

ARO PO SI RUBIELYN R. LINCHOCO AY HUMIHINGI PO NG
 PAUMANHIN SA ARING NAGAWANG PAKKAKAMALI, NA MAG ECT PO
 KAHIT HINDI PA ARO CERTIFIED DAHIL UMTO KO PONG TUMULONG.
 SANA PO AY LUBOS NIYO AKONG MAUNAWAN. HINDI KO NA PO DULITIN
 ANG ARING NAGAWANG PAKKAKAMALI.

Remarks/ Evaluation:

Please issue I-R

Signature of Employee Date: <u>03/07/19</u>

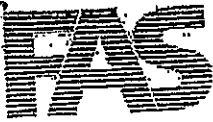
Jr Staff Date: <u>03/07/19</u>

Staff Date: <u>3/07/19</u>

Supervisor Date: <u>3-08-19</u>

Manager Date: <u>3/11/19</u>

Handwritten note:
 3/15/19 1:00pm



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.

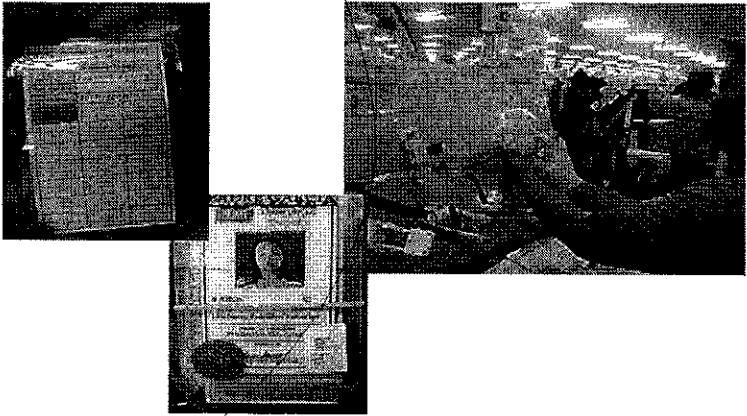
In case the member repeatedly committed any of the above non-compliance he shall be meted with the following disciplinary actions:

- | | | | |
|---|---|-------------------------|--|
| 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.

Alert Line Audit Report

Car Model	SUZUKI YD1	Picture	Action Taken
Date/Time:	03-06-19 05:21am		
Line/ Process	5120 /ECT		
Shift/ Group	B/ NS		
Person Informed	B. DE CASTRO		
Details			
UN-AUTHORIZED OPERATOR DOING THE PROCESS. Dimension Inspector conduct ECT Without Certification Badge.			