



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\_PK33316  
NAME : Cruzat, Rachelle Limbo *Rachelle*  
FROM : PKIMT Management  
SUBJECT : Notice for Suspension  
No. of Offense : 2nd Offense  
DATE : February 3, 2020

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT	
No. Offense:	<i>2nd</i> <i>3 days Suspension</i> <i>2/12-20/2020</i>
Line/Shift	<i>#2115-A</i>
ACKNOWLEDGE BY:	<i>[Signature]</i>
MANAGER	Signature Over Printed name/ Date

This refers to the alleged offense(s) you have committed at 12/9/2019 to name: Cruzat, Rachelle Limbo

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 assy 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: *Rachelle*  
19\_PK33316

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\_PK33316

NAME : Cruzat, Rachele Limbo *Rachele*

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 2nd Offense

DATE : 29-Jan-20

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

9-Dec-19

to name: Cruzat, Rachele Limbo

**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

Description :

Not following SOP in Sub assy 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:

*CN*

PKIMT Management

Conforme:

*Rachele*

19\_PK33316

FURUKAWA - Production Operator

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



# I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP-1A-1712-3644

☒ AGENCY

Please Specify: PKINT

<u>Raiguo</u> <u>R. ALERO</u>	<u>G. Magadia</u>
Audited By:	Noted By:

Name: Cruzat, Rachelle  
Position: Associate  
ID Number: A-163316  
Batch No.: 267  
Car Model/Line: Honda / 3115

Process: Sub-Assembly  
Group/Shift: AIDS  
Date/ Time: 12-09-19 / 9:30am  
No. of Offense: Second Offense  
Superior Name: A. Ryo

Audit Findings: Non-compliance on INSERT - FULL method.

Details:

Associate was caught in act conduct half-insertion on connector  
JCN / XCNH -24F-GR, G / shikakari 130.

## WRITTEN EXPLANATION

Ako po si Cruzat Rachelle I ay na audit ng  
I Alert na nag-half Insertion sa JCN / XCNH-24F-GR sa  
kulang na G / shikakari 130 sa kadahilanang nahihirapan  
po akong mag-insert sa wire na yun lalo't napapal-  
lalaman po yun ng ibang wire na naka-insert na. At  
Hindi ko po naman (na) sinasadyang mag-half Insert.  
At nangangako po ako na hindi ko na po ulitin.

1/20/20 Countermeasure: Nangangako po ako na hindi ko na po ulitin at  
susunod na din po ako sa SOP.

## Remarks/ Evaluation:

- ☐ i-Alert Written Explanation Only
- ☒ Agency/FALP Written Explanation Only  
(based from Handbook)
- ☐ Need day/s Suspension (based from FALP  
Handbook & Memo for Major Non-  
Compliance)

<u>Rachelle</u> Signature of Employee Date: _____	<u>R. Cruzat</u> Staff Date: <u>12-16-19</u>	<u>M. Jdn</u> Staff Date: <u>01-08-20</u>	<u>2/17/20</u> Supervisor Date: <u>12/17/19</u>	<u>12/18/19</u> Manager Date: <u>12/18/19</u>
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## 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:**

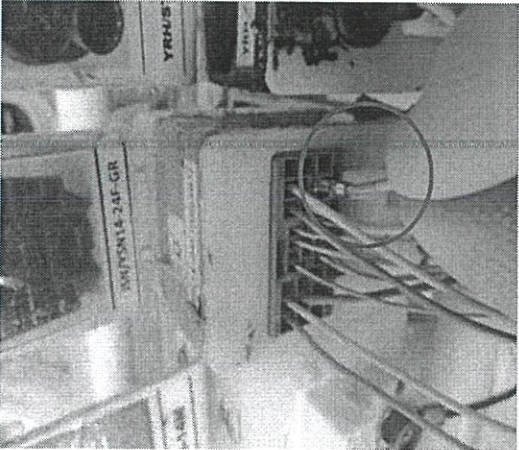
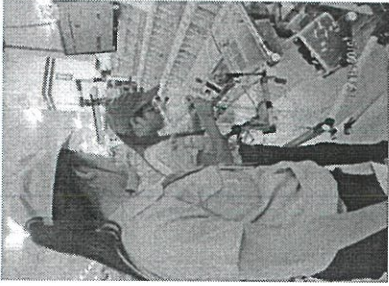
- 4.1 For members under OJT, length of time with buddy supervision shall be based on the Process Certification Procedure of Recruitment and Training Group.
- 4.2 For processes without certification process, shall have record of refresher training and OJT based on Process Certification Procedure of Recruitment 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 <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.

CUSTOMER: Honda Old Final			
Date & Time	December 09, 2019/09:30		
Shift & Group	DS/A		
Car Maker/ Model	Honda Old		
Line No.	3115		
Name	Cruzat Rachelle		
ID No.	19-PK33316		
Batch No.	267		
Process	Sub Assy		
FAS or Agency: specify	PKMT		
Person Informed	A.Puyo		
Audited by	R.Alegro		
Reason/Risk:			
Audit Details			
Not following INSERT PULL method Conduct half insertion on connector JSN/YSN-24F GR G/			
Advised members to follow INSERT PULL METHOD			