



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\_PK30126

Gayeta, John Renzell De Torres

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : April 11, 2019

PKIMT ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESSMENT	
No. Offense:	NT
Line	1 day Suspension April 11, 2019
Jr. Staff	
Staff	
ACKNOWLEDGE BY:	
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 23-Mar-19 to name: Gayeta, John Renzell De Torres

**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 - Caught doing advance insertion**

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:

19\_PK30126

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\_PK30126

Gayeta, John Renzell De Torres

FROM : PKIMT Management

SUBJECT : Notice to explain

No. of Offense : 1st offense

DATE : 25-Mar-19

This refers to the alleged offense(s) you have committed at 23-Mar-19 to name: Gayeta, John Renzell De Torres

Violation Offense No. ✓

**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 - Cought doing advance insertion

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:

19\_PK30126

FURUKAWA - Production Operator

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

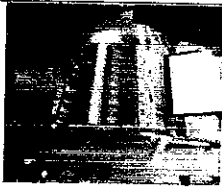


FIJUKAWA AUTOMOTIVE SYSTEMS  
LIMA PHILIPPINES, INC.

b

COMPLIANCE AUDIT REPORT  
(DS - Gold Adriano)

Date: March 23, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK	Action Taken	Category	Inspector / Officer / Cam / Person	Person Interviewed	Incharge Car Mod Department
4	03/23/19 DS	Daihatsu line 2105			Sub assy associate not follow insert pull method -caught doing advance insertion of wires, which might cause too	NG	Advised expert and junior staff to remind sub assy associate to follow sub assy sop	SOP	Goyeta John Renzell-PRIMO	Ever Austria	Daihatsu

4/1/2019

## 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.



DATE: 03-26-19

OFFENSE: \_\_\_\_\_

**WRITTEN EXPLANATION:**


Sa kinakukulan,

AKO PO SI JOHN RENZELL D GAYETA  
AY HUMIHINGI NG PAUMANHIN SA NANGYARING AUDIT  
SAKIN NG COMPLAINE NA ADVANCE INSERTION. GANITO PO  
KASE YUN PO BALE PO NUNG NAG INSERT PO AKO NG  
SHIKAKARI WIRE HOUSING EH DI KO PO SINASADYA NA MAINSERT  
AGAD YUNG KASUNOD NA WIRE NA SANHI NG PAGKAKAHULI  
SAKIN SUBALIT HINDI KO PO TALAGA INTENSYON ANG MAG ADVANCE  
INSERTION. PATAWAD PO TALAGA SA NAGAWA KONG KASALANAN.  
MARAMING SALAMAT PO.

LUBOS NA GUMAGALANG,  
JOHN RENZELL D GAYETA

**COUNTERMEASURE:**

HINDI NA PO MAUULIT YUN... SUBUNOD NA PO  
SA SOP AT TSAKA PO ONEBY ONE INSERTION ~~PO~~ NA PO ANG  
GAGAWIN KO AT SIGURADUHIN KO PO NA TITINGIN SA PC.  
PAP

  
JOHN RENZELL D GAYETA  
Signature over Printed Name

DAIHATSU / 2105  
Car Model / Line