



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_PK29458

Tenebroso, Jeffrey Maulion

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 2-Aug-19

PKIMT		ACKNOWLEDGEMENT FORM	
COMMENTS/ ASSESMENT			
No. Offense:	1st FOR 1 DAY SUSPENSION AUG. 22, 2019		
Line	FURUKAWA 1710		
Jr. Staff			
Staff			
ACKNOWLEDGE BY:			
MANAGER	[Signature] 8/25/19		
Signature Over Printed name/ Date			

This refers to the alleged offense(s) you have committed at 28-Jun-19 to name: Tenebroso, Jeffrey Maulion

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

Unauthorized Repair / Hidden Repair (Blowing of foreign material inside connector)

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: [Signature]
19_PK29458

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_PK29458

Tenebroso, Jeffrey Maulion / 

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 1-Aug-19

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

28-Jun-19

to name: Tenebroso, Jeffrey Maulion

Violation Offense No.V

OFFENSES AGAINST COMPANY INTEREST

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:

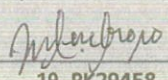
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NOTED BY:


PKIMT Management

Conforme: 

19_PK29458

FURUKAWA - Production Operator

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

I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: ALP-1A-1906-384

☒ AGENCY

Please Specify: PKMT

<u>J. Magadia</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Tenebrado, Jeffrey M.
Position: Associate
ID Number: 19-PK 29452
Batch No.: 249
Car Model/Line: Suzuki / 5110

Process: ECT
Group/Shift: NS-B
Date/ Time: June 22, 2019 / 03:00am
No. of Offense: 1st
Superior Name: J. Matibao

Audit Findings: Unauthorized Repair / Hidden Repair

Details:

Blowing down connector due to encountered Open circuit on ECT process.

Conn: IGN-1RF

Product: 36751-G1P20 (1)-1-P

SA 0868

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WRITTEN EXPLANATION

Nangyari po ito nang ika 28 ng June Night Shift mga bandang 4am na po ng umaga, nasa 56 po ako ng EECT nang mga aras na yon lumapit po sa akin yong ait at hindi tau po na papass. kaya pinatuboy ko na muna sa kanya yong aking ginagawa at pumunta ako sa ECT sa ng 51, um po check ko po yong connector sa mga jig kung mayapas po ang pagkakalatagay, matapos ko pang mcheck May nakita po akong karami foreign mat makapit po sa butas ng connector at nasa bahag ng connector lang po sya na pang nakakapit lang sa balip po ng tangulin ko na lang po ng karami ko eh naisipan ko pang hipan na agad naman po akong nakita ng I-Alert. Alam ko naman po na bawal yong ginagawa ko, sigur po pala na in po ng paret at pagod ay hindi ko na naisip na bawal po ang paghip sa connector. Hindi ko naman po ito inatangi nang mabuli po ako, itinatwid ko na lang po ang aking pagkakarani at para hindi na in po ito maulit. Salamat po.

Remarks/Explanation:

Please issue necessary penalty!

Jeffrey M. Tenebrado
Signature of Employee
Date: 19-07-25

Naemi Valencia
Jr Staff
Date: 19-07-05

H. Dela Cruz
Staff
Date: 7/6/19

J. Magadia
Supervisor
Date: 07/06/19

KEATMERA
Manager
Date: 07-08-19



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.