



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 : 17_PK17414
Aguiba, Mikkah Danica Mercado - *JMS*

FROM : PKIMT Management

SUBJECT : Notice for Suspension

No. of Offense : 1st offense

DATE : 9/21/2019

COMMENTS/ ASSESMENT	
No. Offense:	1st - 1 DAY SUSPENSION Oct. 11, 2019
Line	02103
ACKNOWLEDGE BY:	<i>JMS</i>
MANAGER	
Signature Over Printed name/ Date	

This refers to the alleged offense(s) you have committed at 9/13/2019 to name: Aguiba, Mikkah Danica Mercado

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:

Unauthorized operator doing the process - Inspector caught doing assy work

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:

JMS
PKIMT Management

Conforme: *JMS*
17_PK17414

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 : 17_PK17414

Aguiba, Mikkah Danica Mercado ✓

FROM : PKIMT Management

SUBJECT : Notice to Explain

No. of Offense : 1st offense

DATE : 14-Sep-19

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

13-Sep-19

to name: Aguiba, Mikkah Danica Mercado

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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This is for your guidance and strict compliance.

NOTED BY:

PKIMT Management

Conforme:

17_PK17414

FURUKAWA - Production Operator

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

COMPLIANCE AUDIT REPORT
 (DS - Gold Adriano)

Date: September 13, 2019

Item #	Date/Shift	Process / Area	Location	Actual Image	Findings/Items for Improvement	OK	Action Taken	Category	Operator / Other Concern Person	Person Interviewed	Incharge Car Model/ Department	Person Incharged	Status/Remarks
1	09/13 DS	Daihatsu line 2103			Un-authorized operator doing the process. Inspector caught doing taping, she was only authorized in appearance process	NG	Informed junior staff regarding this and advised to remind to follow work assign	SOP	 Aguiha Mikkah Danica-PKIMT	Marticar Mison	Daihatsu	Sir Morton	For Monitoring

OFFENSE: Not follow R SOP


DATE: 09-14-19

WRITTEN EXPLANATION:

Ako po si Mikkah Danica Aguiba, ng Daihatsu Line 2103, ay na-audit ng Compliance. Nahuli po ako na nag-a-assy. Waiting po kasi ako, wala po akong na-inspect na harness. Na-curious po ako sa ginagawa ng Assy kaya nag-try po ako na mag-tape. Inaamin ko po ang aking pag-kakamali.

Countermeasure:

Hindi na po ito mauulit at hindi na po ako gagawa ng trabaho na hindi naman ako certified.


MIKKAH DANICA M. AGUIBA / 2103

Signature over Printed Name / Line