

INCIDENT REPORT FORM

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| ID Number: 14-01671 | Complete Name: Vera, Jay-Anne B. | Section: Suzuki Final | Date of Incident: January 22, 2019 | Date Issued: February 2, 2019 |
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On January 22, 2019 it was reported that you allegedly instructed Ms. Maureen De Castro to teach one of the sub assy associate to do the process even if she's not certified on airbag process as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until February 8, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 4.3 which state 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.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1st offense.

(Please explain in writing within 5 hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

FREQUENCY OF OFFENSE

| | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> 1 st Offense | <input type="checkbox"/> 2 nd Offense | <input type="checkbox"/> 3 rd Offense | <input type="checkbox"/> 4 th Offense | <input type="checkbox"/> 5 th Offense |
|---|--|--|--|--|

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|---|---|--|---|
| Issued by: Erika C. Sabillon Immediate Superior Signature over Printed Name | Noted by: Maureen De Castro Manager Signature over Printed Name | Received by Employee: VERA JAY ANNE Signature over Printed Name | Date Received: Feb. 5, 2019 |
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

AKO PO SI JAY ANNE VERA AY NA AUDIT SA KADAHILANANG NAG-INSTRUCT AKO SA ASSOCIATE NA HINDI CERTIFIED SA PROCESS (AIRBAG). KAHARAP PO AKO HABANG TINUTURUAN NG NAG-SUSUB ASSY ANG ASSOCIATE, GUMAWA LANG PO SYA NG ISANG SET. HINDI KO NAMAN PO PINAPORTION ANG ASSOCIATE NA HINDI CERTIFIED, SA KANYA KO LANG PO PINATURUAN KASI SYA LANG PO ANG MAY ALAM SA PROCESS (AIRBAG) NAGAWA KO LANG PO IYON SA KADAHILANANG SOBRANG TAGAL PO NG ANDON-NABIGLA PO AKO SA AKING DESISYON. HINDI NA PO AKO NG GAGAWA NG BIGLAANG DESISYON. LALAPIT NA PO AKO SA MAS NAKAKATAAS SA AKIN, AT HIHINGI NG ADVICE KONG ANO ANG DAPAT GAWIN.

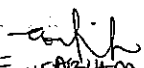
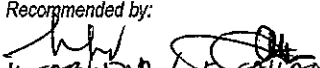
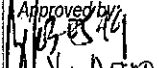

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|--|---|---|---------------------------------------|
| VERA JAY ANNE Employee Name Signature over Printed Name | Date prepared: Feb. 5, 2019 | Erika C. Sabillon Explanation received by: Signature over Printed Name | Date Received: 02-05-19 |
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

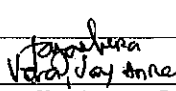
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|---|--|---------------|---|
| Minor Offense | <input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning | Major Offense | <input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal |
| Result of Investigation: on the memo of don - Compliance & its penalty. She did not check the certification of employee before asking to do a process. or not even ask her superior (for the concern of absence). | | | |

RECOMMENDATION / CORRECTIVE ACTION

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|--|--|--|---|
| Suspension | 2 Workings Days Date from 3/21 to 3/22 Date Returned to work 3/23 | | |
| Dismissal | Effective Date: _____ Offenses Against: _____ | | |
| Remarks: | | | |
| Issued by:  E. S. S. S. S. Immediate Superior (Signature over Printed Name) | Recommended by:  K. S. S. S. S. Section/ Department Manager (Signature over Printed Name) | Approved by:  V. A. G. M. Human Resources (Signature over Printed Name) | Noted By  M. T. S. S. S. President (Signature over Printed Name) |
| Date: 02-05-19 | Date: 12/28/17 | Date: | Date: |

Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.
 In case/s of SUSPENSION and/or TERMINATION, the President's signature must affix before implementing the Disciplinary Action.

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been informed of the consequences of my action.


 Employee Signature over Printed Name:

Date Received: _____

ALERT WRITTEN EXPLANATION

Control No: PAIP-1A-1901-028

☒ FAS ☐ MDHI
☐ PKIMT ☐ ADD EVEN

L. CABATENA
 Audited By: E. GARCIA
 Noted By:

Name: Jay Anne Vera Process: Sub-Assy
 Position: Jr. Staff Group/Shift: A-NS
 ID Number: 14-01671 Date/Time: 01-22-2019 / 20:50
 Batch No.: 23 No of Offence: 1st
 Car Model/Line: Y17 / 5102 Superior Name: S. Hornilla / G. Santos

Audit Findings: UN-AUTHORIZED OPERATOR DOING THE PROCESS

Details:

- ▶ Instruct Maureen de Castro, to teach one of the sub-assy associate to do the process even check not certified on Airbag Process.
- ▶ See Memoandum 4.3

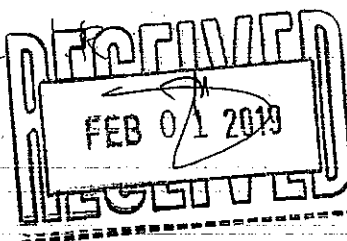
WRITTEN EXPLANATION

AKO SI JAY ANNE VERA AY NAAUDIT SA KADAHILANANG NAG INSTRUCT AKO SA ASSOCIATE NA HINDI CERTIFIED SA PROCESS (AIRBAG). KAHARAP PO AKO HABANG TINUTURUAN NG PAG SUSUB ASSY ANG ASSOCIATE GUMAWA LANANG PO SIYA NG KANG SET. HINDI KO NAMAN PO PINAPORTION ANG ASSOCIATE NA HINDI CERTIFIED, SA KANYA KO LANANG PO SIYA PINATUTURUAN KASI SIYA LANANG PO ANG MAY ALAM SA PROCESS (AIRBAG). NAGAWA KO PO IYUN DAHL SA KATAGALAN NG AUDIT NA PABIGLA PO SA ARING NAGING DE SISION

- HINDI NA PO AKO GAGAWA NG BIGLAANG DE SISION LALAPIT PO AKO SA MAS NAKAKATAAS SAKIN AT HIHINGI NG ADVICE KUNG ANO ANG DAPAT GAWIN

Remarks/ Evaluation:

Please Issue



JAY ANNE VERA
 Signature of Employee
 Date: 1-25-19

G. Santos
 Jr Staff
 Date: 1/25/19

S. HORNILLA
 Staff
 Date: 1/25/19

E. GARCIA
 Supervisor
 Date: 01/25/19

L. CABATENA
 Manager
 Date: 1/26/19