

**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

**INCIDENT REPORT FORM**

ID Number: <b>18-03802</b>	Complete Name: <b>Espinas, Glenda R.</b>	Section: <b>2104/B</b> <b>Daihatsu Final</b>	Date of Incident: <b>January 11, 2019</b>	Date Issued: <b>February 8, 2019</b>
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Part 1: (To be filled-in by the Immediate Superior)

**INCIDENT REPORT****VIOLATION:**

On January 11, 2019 it was reported that you allegedly removed foreign material inside connector SSG-TF-5M-L, 82141-BA-E4013-3, Lot No: 59X761 and serial no: 53 using ballpen as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until February 15, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section B No 1 which state Using of prohibited tools during unauthorized repair.

The allege offense is punishable by dismissal.

(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 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
Issued by:  Immediate Superior Signature over Printed Name	Noted by:  M. CANOVAS Manager Signature over Printed Name	Received by Employee:  Glenda R. Espinas Signature over Printed Name	Date Received: <b>12/10/19</b>	

Part 2: (To be filled-in by concerned employee)

**EXPLANATION**

Hagkatan po nang mga bat na may foreign material yang connector, nawala na po ako sa sarili na tawagan ang aning J. Staff at nahagip ko po na ballpen sa may gilid ko, kaya nawala na po sa isip ko na may standard procedure sa pagtanggil ng foreign material.

 Glenda R. Espinas Employee Name Signature over Printed Name	Date prepared: <b>12/15/19</b>	 Explanation received by Signature over Printed Name	Date Received: <b>2/20</b>
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Part 3: (To be filled-in Immediate Superior)




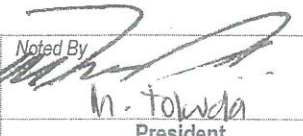
EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
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Result of Investigation:

SHE ADMITTED THE INCIDENT BASED ON HER STATEMENT

RECOMMENDATION / CORRECTIVE ACTION

Suspension	15 Workings Days Date from _____ to _____ Date Returned to work _____		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:	BASED ON ADMIN HEARING, SHE CRY & HONESTLY ADMITTED THE INCIDENT REPORT, SHE PROMISE THAT IT WILL NOT HAPPEN AGAIN, FROM THIS, WE CONSIDER TO HAVE MAXIMUM SUSPENSION. 15		
Issued by:	Recommended by:	Approved by:	Noted By:
 Immediate Superior (Signature over Printed Name)	 Section/Department Manager (Signature over Printed Name)	 Human Resources (Signature over Printed Name)	 President (Signature over Printed Name)
Date: 01/	Date: 01/	Date: 08-14	Date: 08-14

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.

Signature:  
Glenda R. Espinal  
Employee Signature over Printed Name:  
Date Received: 09/01/19

Target:  
Sept. 10 - 26 (15 days)

Proposal:  
Sept. 10 - 14 (5 days)  
Sept. 16 - 21 (6 days)  
Oct. 2 - 5 (4 days)



# I ALERT WRITTEN EXPLANATION

Control No: FALP-1A-1A01-013

☒ FAS ☐ MDHII  
☐ PKIMT ☐ ADD EVEN

<u>sg groups</u> M.G. Orampo	<u>G. MAGALDA</u>
Audited By:	Noted By:

Name: Glenda Eppinas Process: ECT  
 Position: HL-1606-877 Associate Group/Shift: CHIEF B - DS  
 ID Number: HL-1606-877 Date/ Time: 01-11-19  
 Batch No.: 44 No of Offence: 1st Offence  
 Car Model/Line: Daihatsu / 2104 Superior Name: E. Lasat

Audit Findings: Un-authorized Repair / Hidden Repair

Details:

- Remodelling foreign material inside connector using ballpen  
from CG - TP-JM - 1  
8.2141 - BA - E4013 - 3  
SA XELI  
IS

## WRITTEN EXPLANATION

Nagkataan po nung mga brar na may foreign material  
kung connector nawala na po ako sa carili na tawagla  
ang jr staff naman at nahagip ko po ang ballpen sa  
may gilid ko kaya nawala na din sa isip ko na may  
standard procedure sa pagtutal ng foreign material.

## Remarks/ Evaluation:

Please Issue I/R

02/8/19

<u>G. Eppinas</u> Signature of Employee Date: _____	<u>G. Lasat</u> Staff Date: <u>01-24-19</u>	<u>E. Lasat</u> Staff Date: <u>01-24-19</u>	<u>G. R. Magalda</u> Supervisor Date: <u>1-29-19</u>	<u>A. Magalda</u> Manager Date: <u>1-29</u>
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