

NOTICE OF DECISION MEMO

Januar	y 23, 2019
TO:	JOY CARLA P. MATIBAG
FR:	HUMAN RESOURCE & GENERAL AFFAIRS SECTION
RE:	DISCIPLINARY ACTION
This ha	s reference to your alleged violation of the following company rules.
1.	Major Non-Compliance Section B No. 1 which states Using prohibited tools during unauthorized repair due to
	alleged attempt to unlock retainer lock of connector DS-2FE-GR (built in retainer lock) using your teeth as
	reported by I-ALERT.
2	Major Non-Compliance Section A No. 3 which states Non-Compliance on INSERT-PULL method due to allegedly
,	conducting manual insertion on connector SNH-4F shield wire as reported by I-ALERT.
commit	on the two incident report we received and the investigation conducted, you have admitted the responsibility offense mentioned above. Since the disciplinary action was not immediately implemented as the offense was ted, we have instead consolidated the cases into one, and we are imposing the penalty of days suspension said offenses.
Howeve	r, please be reminded that despite you're not being penalized for each offence the same shall be reflected on
yoursec	ord. Such should you again commit the same offense in the future, the next higher penalty shall be imposed
to-you	
committ	the above penalty we urge you to be more cautious in performing your job responsibility and to avoid ing similar offenses.
	pension will be on Tabruary 14 to March 2, 2019
For your	strict compliance.
11/4	Approved by:
HRALEPA	gno Musahike Tokuda artment Manager President

Mitsushige Kawase TALP
Division Managek TB 1188

Recei red by. Joy Car

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urukawa automotive systems lima phils. Inc.

Lima Technology Center, Lipa City, Batangas

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INCID	REFL	<i></i> ∤ 7 {	FORM

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Date Issued: Date of Incident: Complete Name: Group: 1D Number: July 17, 2018 July 19, 2018 Suzuki Final Matibag, Joy Carla P. 14-01479 SID YKA /B Part 1: (To be filled in by the Immediate Superior) INCIDENT REPORT VIOLATION: + On June 13, 2018 it was reported that you allegedly attempt to unlock retainer lock of connector DS-2FE-GR (built in retainer lock) using your teeth as reported by I-ALERT. In view of the above, please explain in writing within 5 days or until August 6, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section B No. 1 which states Using prohibited tools during unauthorized repair. The allege offense is punishable by dismissal. Date Received: Received by Employee: Please_explain_in_writing -within - 5 Issued by: working days upon receipt of this report._Failure_to_do_so,_means_you. have waived your right to be heard. D7-30-12 Signature Signature over Printed Name Signature over Printed Name Part 2: (To be filled-in by concerned employee) **EXPLANATION** COUNTERMEASURE po time po na yun naka--Nuna caso daypya Ja - Jub - na 3GG80-53Sb0--09040A agad sa repair danin na unang insertion po-ay-B1. Nung 00 sh isang harness, at papala akong Pl PO pahala gahan --ay di po -60. akina trabaho. Sana po MO bo ÞΟ ko po itaas hinding bindi na tama-1 ay mahirap na po, kaya ngipin para ito as , pero nagoli retolo ako a-hndi **β∂**∖Signature: and repair, dahilwww Date|prepared: bo appt to bono process. 69-30-18 Explanation received by: Date Received: 7/21/12 LATONEY

		be filled-in Immediate Superior) EVALUATION				
Evaluation of Explanation:	Superior's Remark: (if applic	cable)				
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Frequency of incident:	REC	COMMENDATION				
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Suspension: 15	working days	(Penalty code: /)	Planna refer to 0	enalty Codes:		
Date From:	7 ¹ U	26	penalty Codes	ompany Handbook for		
	Feb 8/2017 To:	February 2017		•		
Date Relum to work:	14 Feb 2	of no Febra) March 2, 20	ıh			
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EFF:06/02/14

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Name: Jay corta Matibag.	Process:	Sub-Assy	
Position: Experiment	Group/Shift:	B/DS	
ID Number: III-011190	Date/Time:	JULY 171018 / 9:00	am
Batch No.: 15	No of Offence:	20d offense	
Car Model/Line: 510 / SUZUKI	Superior Name:	R. VIVAR , V. VALEI	<i>IC</i> 19
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Signature of Employee It Staff Date: 171-19-18 Date: 7919-14	Staff S	upervisor	Manager

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rURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC. Lima Technology Center, Lipa City, Batangas

<u> </u>		ICIDENT F	KEPUKIFU	RM	. \
_ID_Number:	Complete Name:	.,		Date of Incident:	Date Issued:
14-01479	Matibag, Joy Carla P.		Suzuki Final	February 13, 2018	July 14, 2018
		-Part-1: (To be filled-	in by the Immediate Su	nerior)	
		INCID	ENT REPORT	porior)	
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for violating the M	emorandum for Major Nor	ng within a days of t 1-Compliance Section	Intil 並設 23,72018 why	no disciplinary action sho s.Non:Compliance on INSE	uld be imposed on
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i ile allege offense	is punishable by suspens	sion ranging from or	ie (1) to five (5) workir	g days for 1st offense.	
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Please explain in	writing within 5 Issued b	y: A	loled by:	Received by Employee:	1000
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	ID Number: 14-01479	Complete Nan Matibag, Jo	y Carla P.	Group: Suzuki Final	Date of Incidents February 13, 201	8
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				ALUATION		
	Evaluation of Expla	unation:	Superior's Remark: (if applicable			
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	Name: MATIPAG TIN CHRLA Process:	Audited By: Noted By:
	Position: MATIPAG, TO GREA Process: Position: ASSELATE EXPERT Group/Shift: ID Number: 14- Date/Time:	SVD ASY B - NS 2-13-18 2:65 AM
	Car Model: SVZVIL) YKA No of Offence: Line: SUC Superior Name:	16T Noem Volencia
	Audit Findings: NW - COMPLIAN CT UN Details:	INSERT PULL METHOD
	CONDUCT MANUAL INCERTION OR	1 COUNTY CHIEF CHIELD WIRE

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