



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

NOTICE OF DECISION MEMO

January 23, 2019

TO: PRINCESS A. PAMA

FR: HUMAN RESOURCE & GENERAL AFFAIRS SECTION

RE: DISCIPLINARY ACTION

This has reference to your alleged violation of the company rule.

1. Section A-No. 4 Unauthorized operator doing the process, on July 7, 2018 you allegedly did sub assy process even if you're not certified as reported by I-Alert.

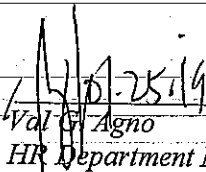
Based on the incident report we received and the investigation conducted, you have admitted the responsibility for the offense mentioned above.

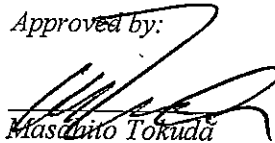
Such should you again commit the same offense in the future, the next higher penalty shall be imposed to you.

Despite the above penalty we urge you to be more cautious in performing your job responsibility and to avoid committing similar offenses.

Your suspension will be on February 6, 2019

For your strict compliance.


Val G. Agno
HR Department Manager

Approved by:

Masahito Tokuda
President

Noted by:

Mitsushige Kawase
Division Manager



Received by: ^{pama} PRINCESS A. PAMA

INCIDENT REPORT FORM

ID Number: 16-03093	Complete Name: Pama, Princess A.	Group: Mazda Merge Final 1032/18	Date of Incident: July 7, 2018	Date Issued: July 23, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On July 7, 2018 it was reported that you allegedly did sub assy process even if you're not certified as reported by I-ALERT.

In view of the above, please explain in writing within 5 days or until July 31, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 4 which states Unauthorized operator doing the process.

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 working days upon receipt of this report. Failure to do so, means you have waived your right to be heard.

Issued by: D. Linatoc	Noted by: R. Valencia	Received by Employee: PRINCESS A. PAMA	Date Received: 07-28-18
Signature over Printed Name	Signature over Printed Name	Signature over Printed Name	

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

EXPLANATION

COUNTERMEASURE

Ipagpaumanhin nigo po kung nahuli atong
nagsub-sub dahil itinatlog ko lang po ang insertion
dahil dalaawa na lang po ang kailangan isulat.
Nagpaalam po kasi mag-cr ang ating sub kasi
po wala na po atong mai-assy. Hinahabol ko po
kasi ang ating plan. Pagkadarating nya po galing
cr ay nagsub sya ng ibang product dahil for
shipment po kasi tun na lang po ang hinahitay.
Sana po ay inyong manawaran.
Maraming salamat po.

Ako po ay magpapapa-
cross-train na lang sa sub
para po hindi na maulit.

Employee Signature:

pama

Date prepared:

07-28-18

Explanation received by:

Katherine Panghulan
Signature over printed name

Date Received:

7/30/18

I ALERT WRITTEN EXPLANATION

Control No: SD2-7-18

☒ FAS

☐ PKIMT

Name: PRINCESS A. PAMA
Position: ASSOCIATE
ID Number: 16-03093
Batch No.: 30
Car Model/Line: MAZDA/1032

Process: TAPING
Group/Shift: B/NS
Date/ Time: 07-07-18
No of Offence: 1
Superior Name: JOVELYN

FOA: <u>R. LADATE</u>	<u>G. MACANAN</u>
Audited By:	Noted By:

Audit Findings: UNAUTHORIZED DOING THE PROCESS
Details: UNAUTHORIZED DOING SUB-ASSY PROCESS EVEN
SHE IS NOT CERTIFIED.

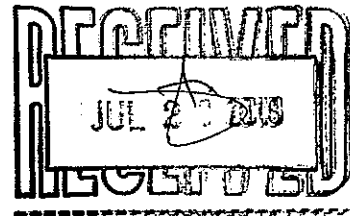
WRITTEN EXPLANATION

Ako po si Princess A. Pama ay nakingi ng paumanhin dahil sa aking maling pagawa. Ipagpaumanhin nga po kung nahuli po akong nag sa-sub dahil itinalay ko lang po ang insertion dahil dalawa na lang po ang kailangan isulat. Ipagpaalam po kasi mag-cr ang aking sub kasi po wala na po akong mai-assy. Hinahabol ko po kasi ang aking pin. Pagkdating nya po galing cr ay nag-sub sya ng ibang product dahil for shipment po kasi. Yun na lang po ang hinikintay. Sana po ay inyong maunawaran. Maraming salamat po.

Do not process if you are not certified.

please issue I.R

Remarks/ Evaluation:



pama
Signature of Employee
Date: 07-07-18

JOVELYN MALAPOTE
Jr Staff
Date: 07-07-18

STEWART
Staff
Date: 7-7-18

Garbo
Supervisor
Date: 7-7-18

7/23/18
Manager
Date: 7/19/18