



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

**NOTICE OF DECISION MEMO**

January 14, 2019

TO: RICA P. BARTE

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 Repair/Hidden Repair excluding usage of prohibited extraction tool, on June 26, 2018 you allegedly changed suru clamp due to wrong view on assurance process, such violation is punishable by suspension of 1 to 5 working days.

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 January 22-25, 2019

For your strict compliance.

Val G. Agno  
HR Department Manager

Approved by:  
Masahito Tokuda  
President

Noted by:  
Mitsushige Kawase  
Division Manager

Received by: Rica Perena Bartel

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

Lima Technology Center, Lipa City, Batangas

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**INCIDENT REPORT FORM**

ID Number: <b>14-01065</b>	Complete Name: <b>Barte, Rica P.</b>	Group: <b>Quality Control - Final</b>	Date of Incident: <b>June 26, 2018</b>	Date Issued: <b>July 14, 2018</b>
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Part 1: (To be filled-in by the Immediate Superior)

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

On June 26, 2018 it was reported that you allegedly change suru clamp due to wrong view on assurance process.

In view of the above, please explain in writing within 5 days or until July 24, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 1 which states Unauthorized repair/Hidden Repair excluding usage of prohibited extraction tool.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1<sup>st</sup> 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. Lmatoc	Noted by:  R. Valencia	Received by Employee:  Rica P. Barte	Date Received:  08-01-18
Signature over Printed Name	Signature over Printed Name	Signature over Printed Name	

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

**EXPLANATION****COUNTERMEASURE**

Ako po si Rica Barte leader po ng QA Final. Si zuki YOI ay pumayag na iparepair ang aming detached clamp sa si zuki si zuki flood noon June 26, around 7:55 pm po mag uwi na po. nang hinc po na iyon ako ang naginspect gawa iyang member ko nagi fgo Dumating samon. ang harness detached po ang suru clamp tirawag ko po si leader indi po agad nakalapit. Ikinabit ko po ang suru clamp paglapit na leader nakabit na nga kinompare po naman sa sample wrong view na po... tinanggal po ni leader ang suru clamp gamit ang kamay madali naman po naalis gawa may leang na po kaya kumuha po ng panibagong suru clamp at Ikinabit na. Indi ko din po alam sa sanli ko kung bakit ako pumayag na iparepair alam ko pong maling mal. talaga ang gisawa ko...

Hinding-hindi na po magpaparepair o kapatag na iparepair sa inspection table ang mga defect na dapat sa repair area lang talaga iparepair...

Employee Signature:

  
Date prepared:

08-01-18

Explanation received by:

JESSELYN D. REYES

Signature over printed name

Date Received:

8-02-18

# ALERT WRITTEN EXPLANATION

Control No: \_\_\_\_\_

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☐ PKIMT

<i>R. Jacinto</i> Audited By:	<i>[Signature]</i> Noted By:
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Name: Rica Barte  
Position: Jr. Staff  
ID Number: 14-01065  
Batch No.: 11  
Car Model/Line: Suzuki

Process: Accurance  
Group/Shift: DL-A  
Date/Time: June 26, 2018  
No of Offence: 1st Offence  
Superior Name: S. J. Regac

Audit Findings: Unauthorized Repair / Hidden Repair

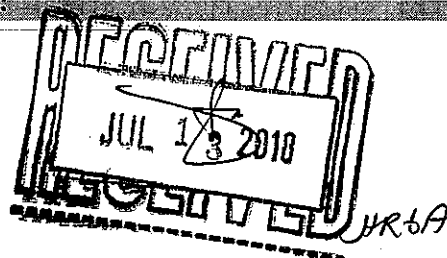
Details: Allowed PDVr. Staff to change  
changing of suru clamp due to wrong view on appearance  
process

## WRITTEN EXPLANATION

ako po si Rica Barte leader po ng BAFinal Suzuki YDI ay pumayag na iparepair ang aming detached clamp sa Suzuki YDI floor (5119) noong June 26 around 3:55 pm po magungulan na po. nang time po na iyon ako ang naginspect gawa iyang member ko nag- ifg po. Dumating samon ang harness detached po ang suru clamp. tinawag ko po si leader nd po agad nakalapit. Ikinabit ko po ang suru clamp pag lapit ng leader. nakakabit na nga kinompare po naman sa sample wrong view na po iyang suru clamp. tinanggal po ni leader ang suru clamp gamit ang kamay madali naman po malis gawa may kawang ko po ang suru clamp kaya kumuha po ng panibagong suru clamp at ikinabit na. nd ko na din po alam sa sarili ko kung bakit ako pumayag na repair alam ko pang maling mali talaga ang ginawa ko. Ako po ay bumibigay ng pasahya sa maling nagawa ko.

Remarks/ Evaluation:

Please Issue I.R



*Rica Barte*  
Signature of Employee  
Date: 07-05-18

*nlg*  
Jr Staff  
Date: \_\_\_\_\_

*J. Angulo*  
Staff  
Date: 07-05-18

*[Signature]*  
Supervisor  
Date: 7-7-18

*[Signature]*  
Manager  
Date: 07/13/18

Date Received:  
7/3/18  
1353