

## NOTICE OF DECISION MEMO

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Janua	ry 22, 2019							
TO:	JESSICA C. MIRAÑA	• .						. '
FR:	HUMAN RESOURCE & GENER	AL AFFAIRS SE	CTION				,	
RE:	DISCIPLINARY ACTION							
i nis ni	as reference to your alleged vio	lation of the c	ompany rule.					
1.	Section A No. 4 Unauthorized	Repair/Hidde	n Repair <b>e</b> xclud	ing usage o	f prohibite	ed extract	ion tool, o	n June 13
·	2018_you-allegedly-add-tape-	on-dimension	pracess with P	roduct no: :	36620-741	PUO/59Hv	N06/06 a	s reporte
	by I-Alert, such violation is pu							эторогсе
		monunic by su	apendion of	O TO MOUNT	g days idi	Z Onen	se.	
Based	on the incident report we rece	ived and the i	nvestiga <b>ti</b> on co	nducted, yo	où have a	dmitted t	he respon	sibility fo
the of	ense mentioned above.	· · · · · · · · · · · · · · · · · · ·			4.			
	The state of the s							
Such s	hould you again commit the sai	me offense in t	the futur <b>e,</b> the	next higher	penalty s	nall be im	posed to y	you.
Despit	e the above penalty we urge	you to be mo	ore cautious in	performing	g your jol	respons	ibility and	d to avoi
	itting similar offenses. uspension will be on  cbrud	en var sogelestelt s						
Tour S	aspension will be on 1-0000	<u> </u>	12014			·		
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For you	ur strict compliance.					•	i.,, .	
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		,	Appro	oved-by:	-			
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HR De	partment Manager		Prest	pito Tokudo Tent	!			
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Received by:

Division Manager 29 100

Notedb

## A AUTOMOTIVE SYSTEMS LIMA PHILS. INC. rechnology Center, Lipa City, Batangas

ID Number:	Complete Name:		Group:	Date of Incident:	Date Issued: July 14, 2018
14-02143	Miraña, Jessica C.		Suzuki Final	June 13, 2018	July 14, 2010
		Part 1: (To be filled-	in by the Immediate	Superior)	
		INCID	ENT REPORT		
		v	IOLATION:		
On June 13, 2018 by I-alert.	it was reported that you	allegedly add tape on o	dimension process	with Product no: 36620-74F	PUO/59HW06/06 as report
for violating the	ove, please explain in w Memorandum for Major ed extraction tool.	Non-Compliance Sec	tion A No. 1 which	why no disciplinary action states Unauthorized repa	should be imposed on ye ir/Hidden Repair excludi
The allege offens	e is punishable by susp	ension ranging from s	ix <u>(6) to ten (10)</u> wo	rking days for 2 <sup>nd</sup> offense.	
Di (-f f	tel tel E less	ied by:	-Noted-tw:	Received by Employ	vee: Date Received:
working_days_up	on_receipt_of_this	led by.	DKI	Received by Employ	bale neceived.
report. Failure to have waived your r	do so, means you	D. Linatoc	R Valencia	J. WAS	7/19/18
·	·   .	nature over Printed Name	Signature over Printe	d Name   Signature over Pr	7 1 1
		Part 2: (To be fille	d-in by concerned en	nployee)	
	EXPL	ANATION		COUNT	ERMEASURE
10	DOMIT MY MISTORE	FOR NOT FOLLOW	ling the rules		
OND REGUL	ation on my proce		and the contract of the contra	·	
THAT MY.	JR. LTAFF Was OLF	READY BEHIND ME	WHILE DOING	CANCELLAN	TON OF
•	ape . IF I'VE KNO	DWN I Was Just	ask HER to		H IN DIMENSION
REPOIR IT	•			PROCESS.	
Ţ	JUST DON'T WANT	TO DELCY MY PR	BOOESS, SO I DI	D	
C LITTLE	THING TO THE HOR	iness to be 6000	) THAT I KNOW	V Form	500
	ECT MY EVALUAT		2		
UN + PONTONIA	DERSTAND, AND I	M WILLING TO TO	KE ONY		
HOPL	IT THAT YOU WILL	L BE GIVEN TO	ME.		•
110111	IC FOR YOUR KIN	CONSIDERATION			
·					· :
	•				
		Employee	Signature:		
		(	<u> </u>		
		Date prep	area.		
			1 1	<b>.</b>	•
Explanation received	· · · · · · · · · · · · · · · · · · ·	7	la/18	Date Received:	7/20/18

## I ALERT WRITTEN EXPLANATION

		•	Control No:	505 - N6 -18
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PKIMT			L. Catatoria	
-FMWI			Audited By:	Noted By:
Name:	Jescica Mirana	Process:	Dimension	ν.
Position:	AssociaTe	Group/Shift:	B-NS	•
D Number:	14- 02143	Date/Time:	Tb-13-18 /9:30pm	1
Batch No.:	<u>G1</u>	No of Offence:	2nd offence	ff) / R. Macaraig (PDJ
Car Model/Line:	Suzuki 783 Inpanel /5103	Superior Name:	N. De Castro (PO eta	ff) / R. Macaraig (PDU
Audit Findin	gs: un-Anthorized	l Repair / Hidden Repair		
Details:			*	
* Adding tape	ion dimension process		***************************************	
90duct: 3662	0-74 PUO / 594W06 / 0	G	***************************************	
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ere en an de entre en Roman das dur de response				
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Please Issu I.R

J. MEANA Signature of Employee Date: (16) 19 18 R: Macgaye Ir Stee Dote: 06-19-18 Mand ARlunds N. Octostro Staff Date: 6/19/18 v panjopio Supervisor Date: 4/19/2018

KARNENA Manager Date: 6/2D/N