

NOTICE OF DECISION MEMO

Januar	nuary 14, 2019			
TO:	D: RICA P. BARTE			
FR:	: HUMAN RESOURCE & GENERAL AFFAIRS SECTION			
RE:	: DISCIPLINARY ACTION			
This ha	is has reference to your alleged violation of the company rule.			
1.	1. Section A No. 4 Unauthorized Repair/Hidden Repair excluding usage of prohibited ext	raction tool, on June 26,		
	2018-you-allegedly-changed suru clamp due to wrong view on assurance process, suc	h violation is punishable		
	by suspension of 1 to 5 working days.			
	sed on the incident report we received and the investigation conducted, you have admitted of the second of the conducted of the second of the	ed the responsibility for		
Despite	ch should you again commit the same offense in the future, the next higher penalty shall be spite the above penalty we urge you to be more cautious in performing your job resummitting similar offenses.	•		
Your su	ur suspension will be on January 22-25, 2019			
		- -		
<u>-</u>				
For you	r your strict compliance.			
- 1	Approved by			
	10,1419 Marie 12,162	• •		
$HR De_{I}$	Pepartment Manager President			

Mitsushige Kawase Division Manager

Received by Rica Perena Barte



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



Part 1: (To be filled-in by the immediate Superior) Part 1: (To be filled-in by the immediate Superior) NOIDENT 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 21, 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 repairHidden Repair excluding usage of prohibited extraction tool. 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 issued by: Please explain in writing within 5 days on the fill of the fil	INCIDENT REPORT FORM							
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Date Received: 7/3/18