



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

PD4-162

5124 B

INCIDENT REPORT FORM

Employee ID: 184	Complete Name: Angelica P. Hernandez	Section: PD-PD4 SUZUKI	Date of Incident: December 11, 2019	Date Issued: January 15, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On December 11, 2019, it was reported that you allegedly conducted Un-Authorized Repair/Hidden Repair you caught that you patches STU appearance process due to encountered damage STU as reported by I-Alert member named M. Casama.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the HRGA-2018-04-14 Penalty for Major Non-Compliance #1. Unauthorized Repair/Hidden Repair excluding usage of prohibited tool.

The offense maybe punishable by 1 to 5 days suspension.

Please explain in writing within 5 hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.

FREQUENCY OF OFFENSE

<input checked="" type="checkbox"/> 1st Offense	<input type="checkbox"/> 2nd Offense	<input type="checkbox"/> 3rd Offense	<input type="checkbox"/> 4th Offense	<input type="checkbox"/> 5th Offense
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Noted by: Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: Angelica P. Hernandez Signature over Printed Name	Date Received:
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Noong mga panahon po na nagtatal ako ng STU ay wala pu ang Jr. Staff at nasa meeting. Wala pong nag-re-repair at tigil na pu ang appearance kaya ako na po ang lumagit. Alam ko naman pong mali ang pinatawag ko na ang aming Jr. Staff o kaya staff kaya lang po ay hindi agad sila kaya ako na lang po ang nagtatal. sa kodahilang medyo nagtatagal na po ang aming appearance. Malit lang namapa po yung pagka-damage ng STU kaya po nagmukhang malaki ag dahil pu sa napalaki po yung pinatatal ko. Sa susunod po na maka-encounter uli ng damage STU ang aming appearance ay na lang po namin ang Jr. Staff para po sa mag-re-repair at tatatag na din po.

Signature of: Angelica P. Hernandez Employee Name Signature over Printed Name	Date prepared: January, 28, 2020	Explanation received by: Katherine O. Cabrera Signature over Printed Name	Date Received:
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Offense ☐ Verbal Warning ☒ Written Warning Major Offense ☒ Suspension ☐ Dismissal

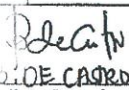

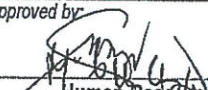
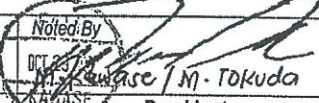
Investigation:

She is aware that her action was against the rule and the penalty for the said offense. She acknowledge that she is not the authorized person to do the repair on inspection process.

RECOMMENDATION / CORRECTIVE ACTION

✓ 1 Workings Days Date from Nov 11 to Nov 11 Date Returned to work Nov 12

Effective Date: _____ Offenses Against: _____

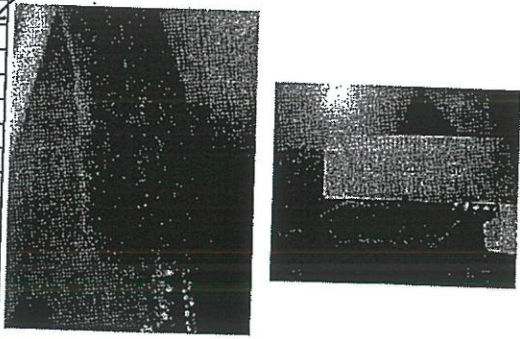
 R. O. CABERO Immediate Superior (Signature over Printed Name)	Recommended by:  K. Cabrera Section/ Department Manager (Signature over Printed Name) Date: <u>2020/10/22</u>	Approved by:  Human Resources (Signature over Printed Name) Date: _____	Noted By:  M. Tokuda President (Signature over Printed Name) Date: _____
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Recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the Human Resource is needed before implementing the Disciplinary Action.

For SUSPENSION and/or TERMINATION, the President's signature must affix before implementing the Disciplinary Action.

By signing this notice, I am acknowledging that I have read and understood the information in this IR Form and I have been Informed of the consequences of my action.

Signature over Printed Name: _____

Date & Time	December 11, 2019/02:50	Illustration		01c <u>IST</u>
Shift & Group	N/S B			Action Taken
Car Maker/ Model	Suzuki YD1			
Line No.	5124			
Name	Hernandez, Angelica P			
ID No.	19-04984			
Batch No.	170			
Process	Appearance			
AS or Agency: specify	FAS			
Person Informed	G. Esquelera			
Audited by	M. Casama			
Reason/Risk:				
Audit Details				
Hidden Repair Expert caught patches STU on appearance process due to encountered damage STU Remarks: 30 mm damaged				



Minutes of Meeting

Prepared	Examined	Verified	Noted
V. Lasin	V. Pinopio	R. Cabrera	E. Callao

Date : October 22, 2020

Location : PD4 Control Area

Angelica P. Hernandez Hearing

Katherine Cabrera

U. Authorized Repair/Hidden Repair
Date of Incident: December 11, 2019

Hearing Meeting Summary:

Ayon kay Angelica noong nagtapal siya ng STU ay wala sa line ang Jr. Staff nila . Bago naman daw nya tapalan ng STU ay tinawag nya ang Jr. Staff at Staff nila ngunit natagalan ang mga ito bago dumating kaya sya na lamang daw ang nagtapal. Kaya naman din daw nya ito nagawa dahil matagal nang nakatigil ang kanilang appearance.

Aminado naman sya sa kanyang nagawa at hindi na nya daw ito muling uulitin pa.

Start Time: 3:00pm
End Time: 3:20pm



FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing of Angelica Hernandez
Venue: PDY Control Area
Facilitator: Katherine Cabrera

Date: _____
Time: _____

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Angelica Hernandez	PDY	Associate	[Signature]
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

Facilitator's Signature/Date: