



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 15-02486	Complete Name: Jerma R. Carabido	Section: PD-PD4 SUZUKI	Date of Incident: September 27, 2020	Date Issued: November 2, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On September 27, 2020, it was reported that you allegedly conducted Un-Authorized Repair/Hidden Repair.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the Employees Handbook under Specific Violations and their Penalties letter C. Offense Against Work/ Business Standard #5 Unauthorized Repair/Hidden Repair excluding usage of prohibited extraction tool / doing prohibited act.

The allege 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"/> 1 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
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Issued by: <i>Claire Carabido</i> Immediate Superior Signature over Printed Name	Noted by: <i>Katherine O. Cabrera</i> Manager Signature over Printed Name	Received by Employee: Jerma R. Carabido Signature over Printed Name	Date Received: 11-05-2020
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

inabot po sa akin ni Icaro ang cutter para tigpitan ang loose clamp sa dim. at yong pag lapit po saakin ng parts pinakuha ko po saya ng STU para ayusin ang damaged STU sa app.

<i>Jerma R. Carabido</i> Employee Name Signature over Printed Name	Date prepared: 11-05-2020	<i>Katherine O. Cabrera</i> Explanation received by: Signature over Printed Name	Date Received: 11/9/2020
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: (she admitted) see attach mem Abnormality seen through CCTV footage upon viewing of for customer claim issue.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	1 Workings Days Date from <u>01-18-2020</u> to <u>01-24-2020</u> Date Returned to work <u>01-18-2020</u> <u>01-29-2020</u>	
Dismissal	Effective Date: _____ Offenses Against: _____	
Remarks:	committed violation, subjected for 1 day suspension.	
Issued by: <u>Claire Carables</u> Immediate Superior (Signature over Printed Name)	Recommended by: <u>K. Cabrera / E. Callao</u> Section/ Department Manager (Signature over Printed Name)	Approved by: <u>N. S. [Signature]</u> Human Resources (Signature over Printed Name)
Date: _____	Date: <u>11/24/2020</u>	Noted By: <u>M. Kawa / M. Tokuda</u> President (Signature over Printed Name)

Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.
 In case/s of 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.

Employee Signature over Printed Name: _____

Date Received: _____

WRITTEN EXPLANATION

Name: CAKABIDO, JERMA

Date: 10/29/2026

Line/Group: 5104 A

Violation: Abonancele kapain hang Prohibited look

EXPLANATION:

noong araw na pong yon ay inabot saakin
ni Icaro ang cutter para tigpitan ang loose clamp
sa dim. at yong pag kapit po saakin ng parts
pinakaka ko po siya ng STU para ayusin ang
damaged STU sa app.

COUNTERMEASURE

sa susunod po hindi ko na po ayusin ang
mga na dadamaged na STU at hindi na din
po ako mag cucut ng mag Hittigpit ng loose clamp
sa dim. susunod na po ako sa standard.
Hindi na po ako mang hihinayang red tagan
at ei ng ang Harness.

J. Cakabido

Signature of Employee

Katherine Cabrera
Section Manager.

pls. isend me

for: O. V. Gada
SUPERVISOR / AM.

b/a
JR. STAFF/STAFF



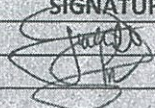

**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing Jerma Ricanabida
Venue: Quinta Control area
Facilitator: D. Vergara

Date: 11/16/2020
Time: 3:20 p.m.

	NAME	DEPARTMENT	POSITION	SIGNATURE
1.	Carasino, JERMA	PDH	EXPERT	
2.	Andaya, Rica Shane	PDH	Facilitator	
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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.

D. Vergara 11/16/2020
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Verified

Noted

RS Andaya

O. Vergara

K. Cabrera

E. Cailao

Date : November 11, 2020

Location : PD4 Control Area

Jerma R. Carabido Hearing

Attendees :

Olive Vergara

Details:

UNAUTHORIZED REPAIR / HIDDEN REPAIR

Date of incident: September 27, 2020

Hearing Meeting Summary:

Ayon kay Jerma alam nya ang process about STU repair na kailangan gumamit ng orange tag.
Base sa kanya hindi niya alam na bawal pala gumamit ng cutter sa dimension.
Yung mga nauna din daw kasi ay gumamit din. Ang Staff lamang ang allowed gumamit ng cutter.
First incident na-audit ito sa kanya for repairing using cutter.

Start Of Minutes: 3:3:20pm

End of Minutes: 3:30pm