



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 17-04810	Complete Name: Marjorie L. Precilla	Section: PD3-MAZDA Final	Date of Incident: November 14, 2019	Date Issued: November 18, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On November 14, 2019 it was reported that you are allegedly instructed associate to do unauthorized repair.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for the alleged violation under C. Offense Against Work/ Business Standard which states "8.2 Member was instructed by an employee or immediate superior to do the process even not certified/authorized based on existing rules of training center/certification department."

The allege offense is punishable by Suspension. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.

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(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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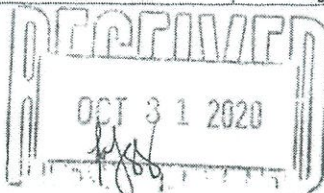
Issued by: <i>A. Bautista</i> Immediate Superior Signature over Printed Name	Noted by: <i>b. Bautista</i> Manager Signature over Printed Name	Received by Employee: <i>Marjorie L. Precilla</i> Signature over Printed Name	Date Received: 22-NOV-2019
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Nagkaroon po ako ng 15 min break sa umaga. Nagstop po ako at tinawag po ang person in charge sa lay out. Ang sabi po ay sabihin ko daw kay Cecile. En naitrain po ako pag break time kanya nagbreak po ko. Nung nagstart na po ulit ang process after break sinabi ko po kay Cecile. Hindi po sya lumagit dahil delay sya. Tinanong po ako ng person in charge sa lay-out kung ayos na, sabi ko po hindi. Sabi nya tawagin ko daw si Cecile. Tas nung inaayos na po ni Cecile may dumating na 1-alert at naraudit po kami.

<i>Marjorie L. Precilla</i> Employee Name Signature over Printed Name	Date prepared: 11-23-19	<i>Qualder Mandigma</i> J. Mandigma Explanation received by: Signature over Printed Name	Date Received: 10-22-2020
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning

☐ Written Warning

Major Offense

☒ Suspension

☐ Dismissal

Result of Investigation:

Did not report the non compliance, even she did not do the actuals unauthorized report still she is guilty and need to be suspended

RECOMMENDATION / CORRECTIVE ACTION

Suspension

☒ 2 Workings Days Date from Nov 20 to 21

Date Returned to work Nov 23

Dismissal

Effective Date: 11/25 Offenses Against:

Remarks:

Issued by:

[Signature]
Immediate Superior
(Signature over Printed Name)

Date:

Recommended by:

[Signature]
Section/ Department Manager
(Signature over Printed Name)

Date:

Approved by:

[Signature]
Human Resources
(Signature over Printed Name)

Date:

Noted By:

[Signature]
M. Kawase / M. Tokuda
President
(Signature over Printed Name)

Date:

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.

[Signature]
Employee Signature over Printed Name:

Date Received:

WRITTEN EXPLANATION

NAME: Precilla, Marjorie L.
EMPLOYEE NO: 17-04810

DATE: 11 - NOV - 2019
LINE: 1101

☒ FAS
☐ PKIMT

☐ MAXIM
☐ ADD-EVEN

VIOLATION:

Ako po si Marjorie Precilla, ay na-audit. Nagkaroon po ako ng wrong insert kaminang saktong 15mins break nung umaga. Sinabi ko po kay Ma'am Divine yun. Sabi po nya ay wait lang at wala syang dala, sabihin ko nalang dala kay Ceile. Eh breaktime na po nun kaya kumain nayo ko. Kung pagbalik po sa line nung time na. Sinabi ko po kay Ceile pero di po sya lumagpit dahil delay sya. Tinanong po ko ni Ma'am Divine kung okay na, sabi ko po hindi. Sabi po ay sabihin ko kaya tingnan ko po si Ceile. Tapos may dumating yong 1-Awet at na-audit po kami.

* Investigation:

"balang dala" → possible.

COUNTER MEASURE

nakikita mo syang nagdidisinsert → Dpo.

Caam nagdidisinsert → layan.

* nakikita pag didisinsert yung kay Sarah (associate 46)

12 days

[Signature]
ASSOCIATE

[Signature]
A. BAUNERA
STAFF

[Signature]
ASST. MANAGER

[Signature]
K. MARAÑON

JR STAFF

[Signature]
for O. VARGAS
SUPERVISOR

SEC. MANAGER



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevilas

Date : 10/29/20

Location : Mazda Control Area

Agenda :

Hearing

Attendees :

Procella, Marjorie

Details : Meeting Started:

3:50 pm

- Discussed the violation for the issuance of IR.
- Employee explain her side and give reasons why she committed the violation.

Based on Investigation

Did not report the non compliance, even she did not do the actual, unauthorized ~~repair~~ ^{gula} repair still she is guilty and need to be suspended.

For the offense committed employee Procella, Marjorie will be given suspension of 2 days.

- Noted and fully acknowledged

End of Minutes 4:00 pm