

# INCIDENT REPORT FORM

PS

ID Number: <b>17-03236</b>	Complete Name: <b>Lim, Ginalyn V.</b>	Section: <b>S124/A</b> Suzuki Final	Date of Incident: <b>December 05, 2018</b>	Date Issued: <b>January 8, 2019</b>
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Part 1: (To be filled-in by the Immediate Superior)

## INCIDENT REPORT

### VIOLATION:

On December 5, 2018 it was reported that you were allegedly caught with expired badge on sub assy process and no certification badge on bando gun process as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 14, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 4 which state Unauthorized operator doing the process.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1<sup>st</sup> offense.

(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 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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Issued by: <i>[Signature]</i> Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> Signature over Printed Name	Date Received: <b>01/11/19</b>
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Part 2: (To be filled-in by concerned employee)

## EXPLANATION

Ako po si Ginalyn Lim ng stay 101 Floor ay nabigyan ng I.R. sa kadahilanan ako po ay nagprocess sa sub-assy at expired po ang badge ko at nagbando ng hindi certified. Di ko po agad nasikaso ang ating badge at kaya rin po ako nakagawa ng ganon kasi tinulungan ko po na magsub dahil sa delay na ito nala nang maibigay na pang lay-out. Hindi na po mamulit at magpapacertify na po ako ng ibang process para makapag-support po ako sa iba, at nang hindi na po ako ma-audit.

Lim, Ginalyn V. Employee Name Signature over Printed Name	Date prepared: <b>01/11/19</b>	<i>[Signature]</i> Explanation received by: Signature over Printed Name	Date Received: <b>1/14/19</b>
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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:

She knows the rule but still did not follow. w/ sign no ~~by~~ evidence that she understood what is stated in the memo of Non-compliance.

RECOMMENDATION / CORRECTIVE ACTION

Suspension

2 Workings Days

Date from

Feb 25

to

Feb 26

Date Returned to work

Feb 27

Dismissal

Effective Date:

Offenses Against:

Note change date from Feb 25-6  
to Feb 27

Remarks:

Issued by:

*[Signature]*  
Immediate Superior  
(Signature over Printed Name)

Recommended by:

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

Approved by:

*[Signature]*  
Human Resources  
(Signature over Printed Name)

Noted By

*[Signature]*  
President  
(Signature over Printed Name)

Date:

Date: 1/30/19

Date:

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:

# I ALERT WRITTEN EXPLANATION

☒ FAS    ☐ MDHI  
☐ PKIMT    ☐ ADD EVEN

Control No: 1331-12-18

<i>Conduct</i>	<i>[Signature]</i>
Audited By:	Noted By:

Name: Ginalyn V. Lim  
 Position: Expert / Associate  
 ID Number: 17-09246  
 Batch No.: Batch 59  
 Car Model/Line: 701 / Line 525.4

Process: Sub-assy / Bando Gun  
 Group/Shift: NS / A  
 Date/ Time: 12-05-2018 / 04:35  
 No of Offence: 1st Offense  
 Superior Name: A. Jaran / O. Espinosa

Audit Findings: Un-authorized operator doing the process.

Details: No and expired badge  
→ Not Certification Badge on Sub-assy and Bando Gun process.

## WRITTEN EXPLANATION

Alib po si Ginalyn Lim ng 524 na Floor ay nag-audit dahil  
 expired na po ang badge ko ng sub-assy at wala po akong  
 certification badge ng bando gun. Hindi po agad ako nakapag-certified  
 kailan po ibang iba po ang line na nakakashift ko, kaya di ko po agad  
 naasikaso, at di ko rin po alam kung ano ang schedule ng mga  
 process na po sa certified factory na po di na po mauulit.

Please Issue I.R

## Remarks/Evaluation:

APPEAL REQUESTED FOR RE-CERTIFICATION OF THE EXPIRED PICTURES

1-5-19

*Ginalyn V. Lim*  
 Signature of Employee  
 Date: 12/06/18

*O. Espinosa*  
 Jr Staff  
 Date: 12/06/18

*S. Jaran*  
 Staff  
 Date: 12/7/18

*A. Jaran*  
 Supervisor  
 Date: 12-21-18

*H. Magana*  
 Manager  
 Date: 12/27