

**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-02491 15	Complete Name: Manilyn Castro	Section: Production 5	Date of Incident: November 12, 2019	Date Issued: November 20, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT**VIOLATION:**

On November 12, 2019 it was reported that you allegedly caught removing tesa tape and passtape of dimension on harness due to encountered no good attachment of nameplate, affected harness were already passed on dimension inspection as reported by Reynalyn Leynes (I-Alert Member).

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the Company Policy which states Unauthorized Repair/Hidden repair excluding usage of prohibited extraction tool.

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.

(Please explain in writing within 5 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: Zylene Perez Immediate Superior Signature over Printed Name	Noted by: Jerald Ganadillo Manager Signature over Printed Name	Received by Employee: Manilyn Castro Signature over Printed Name	Date Received: 11-22-19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Manilyn Castro ay nagre pair ng harness. Ang NG po kasi ng harness na yun eh medyo may nakatupi ang nameplate. ang ginawa ko po binaklas ko po ang tessa tape ng nameplate para ayusin kasi po nanghinayang ako sa harness na e NG ko. (sa b s)

Sa susunod po na makarecount ako ng ganito situasyon kahit anong NG di ko na po ito panghinayangan at irepair, ang gagawin ko po eh e NG ko na po...

 Manilyn Castro Employee Name Signature over Printed Name	Date prepared: 11-22-19	 Manilyn Castro Explanation received by: Signature over Printed Name	Date Received: 11-25-19
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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: - Admitted her mistake, according to her minimal defect only and decided to take immediate repairing			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	1 Workings Days Date from Feb 27 to - Date Returned to work Mar 28, 2020	
Dismissal	Effective Date: Offenses Against:	
Remarks: * Unauthorized repairing, however severity of the problem is less since not directly related to function * 1 set only		
Issued by: Zylene Perez Immediate Superior (Signature over Printed Name)	Recommended by: Jerald Ganadillo Section/ Department Manager (Signature over Printed Name)	Approved by: M. Agno Human Resources (Signature over Printed Name)
Date:	Date:	Date:
Noted By: M. Kawakase 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.

Employee Signature over Printed Name:
 Date Received: 02/26/20

WRITTEN EXPLANATION

Name: Manilyn Castro

Violation: Illegal/Hidden repair

Line 3119

Ako po si Manilyn Castro ay (nang) nagrepair ng harness ang NG po kasi nun eh ay nakatupi ng kounti ang nameplate, kayd po ginawa ko eh perapair ko na kasi po nanghiray ang ako sa harness. Sa susunod na makaeounter ako ng gabito NG sa harness ING ko na po di ko na kaylangan irepair pa.

JR. Staff
JR.STAFF

J. Mendote
STAFF

Supervisor
SUPERVISOR

Asst. Manager
ASST. MANAGER

ISSUE IR!