


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

Lima Technology Center, Lipa City, Batangas

FF

5117 B

## INCIDENT REPORT FORM

ID Number: 17-03397	Complete Name: Marilag De Chavez	Section: PD-PD4 SUZUKI	Date of Incident: February 16, 2020	Date Issued: September 09, 2020
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

On February 16, 2020, it was reported that you allegedly conducted not following SOP, you did not provide changing point for work load adjustment as reported by I-Alert member named M. dofado.

In view of the above, please explain in writing within 24 hours why no disciplinary action should be imposed on you for violating the company handbook Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The allege offense maybe punishable by Written Warning for 1<sup>st</sup> offense.

(Please explain in writing within 24 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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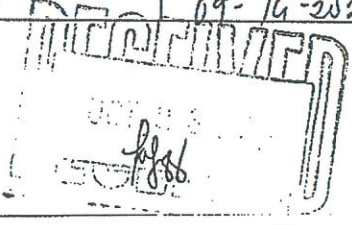
Issued by: Bebelyn De Castro	Noted by: Katherine O. Cabrera	Received by Employee: Marilag De Chavez	Date Received: 09-16-2020
Immediate Superior Signature over Printed Name	Manager Signature over Printed Name	Signature over Printed Name	

Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Nuong time po na nandait alw ay diko po alam na kapag po nagprocess ng iba ang associate ay kelangan daily nya na may 4'm per gumana nand po dko ng 4'm per 3 days ko lang po sya ginawan per ang standard po pala ay dapat daily siyang gagawin ng 4'm kase po dalawa ang process nya mung time pong yun.

Marilag De Chavez	Date prepared: 09-16-2020	Katherine O. Cabrera	Date Received: 10/16/2020
Employee Name Signature over Printed Name		Explanation received by: Signature over Printed Name	



## Part 3: (To be filled-in Immediate Superior)

## EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input checked="" type="checkbox"/> Written Warning	Major Offense	<input type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
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## Result of Investigation:

Not aware to make daily 4m  
 Stop is to make 4m daily if the MP is temporary. support to line.

## RECOMMENDATION / CORRECTIVE ACTION

Suspension	_____ Workings Days Date from _____ to _____ Date Returned to work _____		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by: Bebelyn De Castro Immediate Superior (Signature over Printed Name)	Recommended by: K. Cabrera / E. Callao Section/ Department Manager (Signature over Printed Name)	Approved by: H. Simon Human Resources (Signature over Printed Name)	Noted By  President (Signature over Printed Name)
Date:	Date: 10/10/2020	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.

MARIAC DE OLIVERA  
 Employee Signature over Printed Name:

Date Received: 11-05-2020

Date & Time	February 16, 2020/06:00	Illustration	Action Taken
Shift & Group	NS/B	NO AVAILABLE PICTURE	NO AVAILABLE PICTURE
Car Maker/ Model	Suzuki YOC		
Line No.	5121		
Name	De Chavez Marilag		
ID No.	17-03397		
Batch No.	76		
Process	Shaige		
FAS or Agency: specify	FAS Jr.Staff		
Person Informed	N.Comia		
Audited by:	M.Dotado		
Reason/Risk:			
Audit Details			
Not following SOP			
Jr.Staff did not provide changing point for workload adjustment			
Remarks: Assigned on parts ,support to shaige.			
			Instruct Jr. Staff to always provide changing point if they have workload adjustment.





FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

5117 B

FF

## INCIDENT REPORT FORM

ID Number: 17-03397	Complete Name: Marilag De Chavez	Section: PD-PD4 SUZUKI	Date of Incident: July 10, 2020	Date Issued: September 09, 2020
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

On July 10, 2020, it was reported that you allegedly conducted not following SOP, you did not conduct rechecking on first five set of support associate on appearance inspection process as reported by I-Alert member named M. Casama.

In view of the above, please explain in writing within <sup>for 2nd hours</sup> 5 days why no disciplinary action should be imposed on you for violating the company handbook Specific Violations and Their Penalties letter C. Offense Against Work/ Business Standard #4 Failure to follow business standards, operation procedures, work instructions or work practices which may or may not result to damage of company property.

The allege offense maybe punishable by ~~Suspension for one (1) to five (5) working days for 2nd offense.~~

*Written warning*

(Please explain in writing within <sup>by 5</sup> 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 checked="" 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>[Signature]</i> Bebelyn De Castro Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> Marilag De Chavez Signature over Printed Name	Date Received:  09-16-2020
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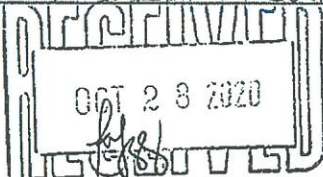
Part 2: (To be filled-in by concerned employee)

### EXPLANATION

Nang hindi po kase na yun ay Jr staff  
ang support sa Appearance kaga akda ko po  
ay ok lang kahit dike na irecheck kaso ang  
standard po pala ay irecheck pa din po  
kahit sinung support.

<i>[Signature]</i> Marilag De Chavez Employee Name Signature over Printed Name	Date prepared:  09-16-2020	<i>[Signature]</i> Katherine O. Cabrera Explanation received by: Signature over Printed Name	Date Received:  10/10/2020
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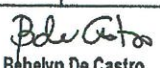

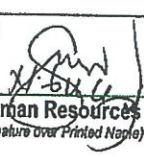


## Part 3: (To be filled-in Immediate Superior)

## EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input checked="" type="checkbox"/> Written Warning	Major Offense	<input type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
<b>Result of Investigation:</b> Assigned staff did not properly instruct their work load resulting to miscommunication & lack of accomplishment on their <sup>daily</sup> report. First & 2nd IR is the same will combine into 1 only.			

## RECOMMENDATION / CORRECTIVE ACTION

Suspension	_____ Workings Days Date from _____ to _____ Date Returned to work _____		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
<b>Issued by:</b>  Bebelyn De Castro <b>Immediate Superior</b> (Signature over Printed Name)	<b>Recommended by:</b>  K. Cabrera / E. Cailao <b>Section/ Department Manager</b> (Signature over Printed Name)	<b>Approved by:</b>  <b>Human Resources</b> (Signature over Printed Name)	<b>Noted By</b>  <b>President</b> (Signature over Printed Name)
Date:	Date: 10/10/2020	Date:	Date:


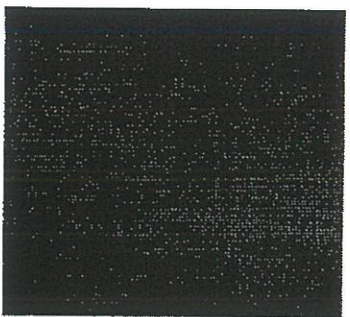
Note: For recommendation of the imposition of lesser penalty of verbal / written warning, aside from the signature of the immediate superior & Manager, the approval of Human Resource is needed before implementing the Disciplinary Action.  
In case/s of SUSPENSION and/or TERMINATION, the President's signature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

  
MARIELA DE CHAVEZ  
Employee Signature over Printed Name:

Date Received: 10-31-2020



Date & Time	July 10, 2020/4:25		
Shift & Group	DS/B		
Car Maker/ Model	Suzuki YD1		
Line No.	5117		
Name	Marilag De Chavez		
ID No.	1703397		
Batch No.	76		
Process	Appearance		
FAS or Agency: specify	FAS Jr staff		
Person Informed	C.Ramos		
Audited by:	M.Casama		
Reason/Risk: might produce defective output.			
<b>Audit Details</b> <b>Not following SOP</b> Jr staff did not conduct rechecking on first five set of support associate on appearance inspection process Remarks: Jr staff assigned was not certified on appearance process			
		Conduct re-orientation on expert and Jr.Staff regarding audit.	