

AUTOMOTIVE SYSTEMS LIMA PHILS. INC.
Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

NS

ID-Number: 14-01747	Complete Name: Aizel C. Lamonte	Section: PD-PD4 SUZUKI	Date of Incident: April 26, 2019	Date Issued: May 30, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On April 26 2019, it was reported that you allegedly conducted not following Repair Procedure, you patches the damaged STU without orange tag and presence of QA as reported by I-Alert named L.Delen.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the memorandum #HRGA-2018-04-14 Penalty for Major Non-Compliance.

The allege offense maybe punishable by 1 to 5 days suspension for 1st offense.

(Please explain in writing within _____ hours/days upon receipt of this report. Failure to do so, means you have waived your right to be heard.)

FREQUENCY OF OFFENSE

☒ 1st Offense ☐ 2nd Offense ☐ 3rd Offense ☐ 4th Offense ☐ 5th Offense

Issued by: <i>[Signature]</i> 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> Aizel C. Lamonte Signature over Printed Name	Date Received: 05-30-19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Natapos lang po ako ng QC sa appearance na may sukot po na 3 to 4mm kaso po hindi na po ako tumawag ng QA kasi po natatag po yan at nung time din pang yan uban po ang Jr. Staff po nla nasa training center po. Hinabitan na po nuna ako sa appearance kasi hawak ko rin roran po ang appearance tapos binakal din po ang appearance nung time pang tinilagawa roran po kani ng uange big kaso hindi na po nanin naitutay kasi po hindi na po kani nakatwag ng QA. Pagpamagitan nyo na po ang ating nagawang pagkakanali hindi na po naitutay... kasi na po sa akin ang nangyari.

AIZEL C. LAMONTE Employee Name Signature over Printed Name	Date prepared: 05-30-19	<i>[Signature]</i> K. CABRERA Explanation received by: Signature over Printed Name	Date Received: 06-01-19
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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:

Jr. Staff admitted that she conducted repair on stu without "orange tag" and supervision of GA personnel. She accepted whatever the punishment she will receive because of this violation.

RECOMMENDATION / CORRECTIVE ACTION

Suspension

1 Workings Days

Date from Aug 5 to Aug 5

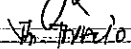
Date Returned to work Aug 6

Dismissal

Effective Date: Offenses Against:

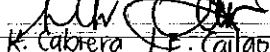
Remarks:

Issued by:



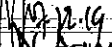
Immediate Superior
(Signature over Printed Name)

Recommended by:



Section/ Department Manager
(Signature over Printed Name)

Approved by:



Human Resources
(Signature over Printed Name)

Noted By:



President
(Signature over Printed Name)

Date:

Date: 07-17-19

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.

Employee Signature over Printed Name:

Date Received: 08-03-19

Alert Audit Report

Model / Line No.	Suzuki/5117	Picture	Action Taken
Date / Time	April 26, 2019/02:00 Pm		
Name / ID No.	Aizel Lamorte/1401747		
Shift / Group	DS/A		
Batch No.	24		
Process	Appearance Process		
FAS or Agency: specify	FAS(Jr.Staff)		
Person Informed	J.Topacio	N/A	
Audited by:	L.Delen		
Details			
Not following Repair Procedure Jr.Staff patches the damaged STU without orange tag and presence of QA			
Remarks: Jr.Staff only certified on Inspection			