



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-01476	Complete Name: Matala, Lourdes D.	Section: Suzuki Final	Date of Incident: January 19, 2019	Date Issued: January 29, 2019
------------------------	--------------------------------------	--------------------------	---------------------------------------	----------------------------------

Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On January 19, 2019 it was reported that you were allegedly caught doing bukumi process which you are not certified and you are certified only on ECT process as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until February 5, 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 1st 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 st Offense	<input type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
---	--	--	--	--

Issued by: P. S. S. S. Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Lourdes D. Matala Signature over Printed Name	Date Received: January 30, 2019
--	---	---	------------------------------------

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

EXPLANATION

He po si Lourdes Matala na nagbabalik nagbandogun ng i-alert. Hindi naman po ako punaition
that time kasi nakapartition ako natin sa layout. Ang nakapartition sa Bukumi 6 ay ang Jr. staff namin kase
umalis sya at antagal bago nakabalik. Antagal na pong nakapartition ng layout hindi po talaga ako dumalis
kasi advance na advance na po ako natin ang imutusan ko po ay yang Bukumi 4 namin kase naatday din sya
kasi hindi naman nya kaya na dalawang Bukumi ang gagawin. nang umalis po sya sa bukumi 6 pinalipat
yang Bukumi 6 sa labi nya (Bukumi 4) dun lang po ako lumapit, ang pagkakamit ko lang po talaga yang
tinapos ko yang inuwan nyang process at nagbandogun po ako. Yun lang po ang gagawin ko sa Bukumi 4
na yun, yang isang piraso. Na saklong pagkatapos ko ay dumating na ang 1 alert wala din po
kasing nadalis nang mga panchong humihingi ng support ang layout sa Bukumi 6 kaya yang
Bukumi 4 ang imutusan ko.

 Lourdes D. Matala Employee Name Signature over Printed Name	Date prepared: January 30, 2019	 Manager Explanation received by: Signature over Printed Name	Date Received: January 30, 2019
---	------------------------------------	--	------------------------------------

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

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning ☐ Written Warning

Major Offense

☒ Suspension☐ Dismissal

Result of Investigation:

Aware on memo of Non-compliance, authorization on the process.
Reason is always delay but not a reason to do non-compliance. change the mindset of associate.

RECOMMENDATION / CORRECTIVE ACTION

Suspension

2 Workings Days

Date from

3/15

to

3/16

Date Returned to work

3/17

Dismissal

Effective Date:

Offenses Against:

Remarks:

Issued by:

[Signature]
v. panopio
Immediate Superior
(Signature over Printed Name)

Recommended by:

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

Approved by:

[Signature]
V. Adino
Human Resources
(Signature over Printed Name)

Noted By

[Signature]
M. J. J. J.
President
(Signature over Printed Name)

Date:

02/12/19

Date:

02/12/19

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: 02/14/19