

## INCIDENT REPORT FORM

ID Number: <b>14-01718</b>	Complete Name: <b>Asi, Reann D.</b>	Group: <b>Suzuki Final</b> S113 / B	Date of Incident: <b>August 15, 2018</b>	Date Issued: <b>August 16, 2018</b>
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On August 15, 2018 it was reported that in relation to the sub-wire found at cubicle of Suzuki toilet last August 13, 2018, you admitted that you intentionally dis-inserted the wires using other terminal.

In view of the above, please explain in writing within 5 days or until August 30, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section B No. 1 which states Using of prohibited tools during unauthorized repair.

The allege offense is punishable by dismissal.

Please explain in writing within 5 working days upon receipt of this report. Failure to do so, means you have waived your right to be heard.

Issued by:

D. Linatoc

Signature over Printed Name

Noted by:

R. Valencia

Signature over Printed Name

Received by Employee:

REANN

Signature over Printed Name

Date Received:

7/30/19

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

### EXPLANATION

Ako po si Reanna D. Ako ay umaamin na nangalis-insert ng wire ng sub-assy associates. Hindi ko po intention na gawin. Kundi data lamang po ng circuitry. Nagingwa ko po yun dahil sa akalang alam ko na ng wire ng line naman. Datiwa po yung inabit ng associates raven na may red tag. At yun po yung ginataw ko, at naabutan pa namin nung kinabukasan ng umaga. Pero yung sub wire na nakita sa cubicle ng counterpoint naman. Wala po talaga akong alam dun. Naginginorm naman po rila raven pag nakakamuntela ala ng NR. At wala din pong kahit na gina sa line ang nakakalam ng ginawa kong yun.

### COUNTERMEASURE

Kang matatagang pagkakamali po ang ating nagawa. At matatag ang aral po ito sa akin. At sana po ay bigyan nyo pa po ako ng matatagang pagkakamali para ipagpatibay ang ating tungkulin sa kumpanyang ito. At ako po ay nangangako at crissignaduhing hindi na mambit ang ganitong pangyayari. Maraming salamat po.

\* She dis-insert the terminal on her leadership using his wire

Employee Signature:

Date prepared:

August 27, 2018

Explanation received by:

R. Valencia  
Signature over printed name

Date Received:

8/29/18

ID Number: <b>14-01718</b>	Complete Name: <b>Asi, Reann D.</b>	Group: <b>Suzuki Final</b>	Date of Incident: <b>August 15, 2018</b>	Aug
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**Part 3: (To be filled-in Immediate Superior)**

**EVALUATION**

<b>Evaluation of Explanation:</b> <input type="checkbox"/> Valid <input checked="" type="checkbox"/> Invalid	<b>Superior's Remark: (if applicable)</b> + Will be given max suspension for violation of using prohibited tools during prohibited repair.
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**RECOMMENDATION**


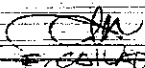
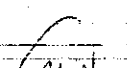
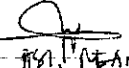
**Frequency of Incident:** ☒ 1st Offense ☐ 2nd Offense ☐ 3rd Offense ☐ 4th Offense

**CORRECTIVE ACTION**

<input type="checkbox"/> Written Warning <input checked="" type="checkbox"/> Suspension: <u>15</u> working days (Penalty code: <u>      </u> ) Date From: <u>7/31</u> To: <u>8/17</u> Date Return to work: <u>No 8/12</u> <u>8/19</u> <input type="checkbox"/> Dismissal: Effective: <u>      </u>	<b>Penalty Codes:</b> Please refer to Company Handbook for penalty Codes
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**Offense against:**

**Remarks:**

<b>Issued by:</b>	<b>Recommended by:</b>	<b>Approved by:</b>	<b>Received by:</b>
 <b>Immediate Superior</b> (Signature over Printed Name)	 <b>Group/Department Manager</b> (Signature over Printed Name)	 <b>Personnel &amp; GA Manager</b> (Signature over Printed Name)	 <b>Concerned Employee</b> (Signature over Printed Name)
Date: <u>8/29/18</u>	Date: <u>      </u>	Date: <u>      </u>	Date: <u>7/30/19</u>

- ☐ Employee Copy (original copy)  
☐ P&GA Copy

August 15, 2018

To HR,

Good day!

In relation to the sub wire found at cubicle of Suzuki Toilet last Aug 13, 2018 around 9:30 in the evening. Jr staff Re-ann Asi admitted that she intentionally dis-insert the wires using other terminal. Found terminals ( 2 twisted wire ) were the wires dis-insert by Jr Staff which was endorse by her associate with bed terminal.

Please see her explanation report and her associate.

Thank you!

Thanks,

Khat



~~K. Camacho~~

date received:

08/16/18