



**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

NOTICE OF DECISION MEMO

January 31, 2019

TO: GENELYN M. RODELAS

FR: HUMAN-RESOURCE & GENERAL AFFAIRS SECTION

RE: DISCIPLINARY ACTION

This has reference to your alleged violation of the company rule.

1. Major Non-Compliance Section A No. 1 which states Unauthorized repair/Hidden Repair excluding usage of prohibited extraction tool due to allegedly doing unauthorized dis-insertion of shikakari in sub assy during process.

Based on the incident report we received and the investigation conducted, you have admitted the responsibility for the offense mentioned above.

Such should you again commit the same offense in the future, the next higher penalty shall be imposed to you. Despite the above penalty we urge you to be more cautious in performing your job responsibility and to avoid committing similar offenses.

Your suspension will be on February 11-15, 2019

For your strict compliance.

Val G. Agno
HR Department Manager

Approved by:
Masahito Tokuda
President

Noted by:
Mitsuhiko Kikuchi
Division Manager

Received by: Genelyn M. Rodelas

SIIT 1A

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

INCIDENT REPORT FORM

ID Number: 14-02420	Complete Name: Rodelas, Genelyn M.	Group: Suzuki Final	Date of Incident: May 24, 2018	Date Issued: May 25, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

This refers to the incident happened last May 24, 2018 wherein Ms. Genelyn Rodelas was allegedly caught doing unauthorized dis insertion of shikakari In Sub-assy during process.

Your alleged action is in violation of Memorandum Ref. No: HRGA-2018-04-14 No. 1 Un-authorized Repair/Hidden repair excluding usage of prohibited extraction tool, which is subjected to suspension of one (1) to five (5) days.

Please explain in writing within 48 hours 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:

Valencia

Signature over Printed Name

Received by Employee:

RODELAS, GENEYLN M

Signature over Printed Name

Date Received:

06/01/18

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

EXPLANATION

COUNTERMEASURE

Ako po si Genelyn M. Rodelas ay nag-dis-insert ng wire sa connector gamit ang mali terminal. Nagawa ko lang po ang bagay na yun. Sa daluyan pong downtime pa po ang pag-reed. Iyong ko eh delay na delay na po ako. Alam ko pong mali ang ginawa ko talaga lang po wala na ko naikip na parisan. Nung araw na yun. Pagpapansasyon nyo na po sana ang akong nagawa. Hindi rin po ako certified sa process na yun kahit po alam ito ng Jr. staff ko ng pinaprocess pa din po ako doon dahil nga po madaming nakaportahan.

Hindi kuna po ito ulitin sapagkat ba mali po talaga ang gumawa ng ganitong bagay.

Employee Signature:

Date prepared:

06/01/18

Explanation received by:

(RODELAS, GENEYLN M)
Signature over printed name
6/2/18
KLARINA

Date Received:

06/01/18

Furukawa Automotive Systems Lima Philippines Inc.
LIMA Technology Center
Lipa City, Batangas, PHILIPPINES
Blk-2-Lot-3-Phase-2A-JP-Rizal-Avenue

May 24, 2018

Dear Sir/Madam,

Good Day!

This is to request issuance of Incident Report to the following employee for suspected doing prohibited actions during process

1. Genelyn Rodelas – unauthorized dis insertion of shikakari (Sub Assy)

Attached herewith are their written explanations.

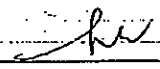
For your review

Prepared By:


Hazelyn Dimayuga

Production 1 – Assistant Manager

Checked By:


Katherine Cabrera

Production 1 – Section Manager

Received by: D. Lingdol
5/25/18 2:20 PM