


FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

5107 B

INCIDENT REPORT FORM

ID Number: 18-04471	Complete Name: Daisy C. Tacala	Section: PD-PD4 SUZUKI	Date of Incident: May 5, 2019	Date Issued: May 31, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

On May 5, 2019, it was reported that you allegedly conducted (Un-authorized person doing the process), instructed your co-Associate to do band gun process without the permission of your Jr.Staff. without process certification as reported by I-Alert member named L. Cabataña.

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

<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
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Issued by: <i>P. SANTIANO</i> P. SANTIANO Immediate Superior Signature over Printed Name	Noted by: <i>Katherine O. Cabrera</i> Katherine O. Cabrera Manager Signature over Printed Name	Received by Employee: <i>Daisy C. Tacala</i> Daisy C. Tacala Signature over Printed Name	Date Received: 06/01/19
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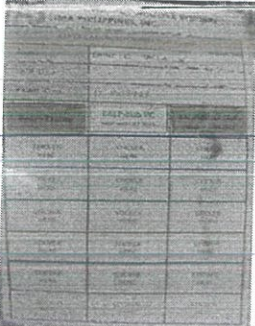
Part 2: (To be filled-in by concerned employee)

EXPLANATION

ilko po si Daisy C. Tacala Jr na nagulat ng i Alert dahil sa bando gun dahil po sa napag bando gun ko po ang support di ko po alam na hindi po siya certified sa bando hindi di po nasabi sa akin na di po siya certified sa bando gun. Pasasaya na po kayo. Salamat po sasusuhod po itatanong ko na po kung saan po sila certified pa. Salamat po

<i>Daisy C. Tacala</i> DAISY C. TACALA Employee Name Signature over Printed Name	Date prepared: 06-01-19	<i>K. CABRERA</i> K. CABRERA Explanation received by: Signature over Printed Name	Date Received: 06/04/19
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Alert Audit Report

Car Model / Line No.	Suzuki / 5107		
Date / Time	May 5, 2019 / 09:10am		
Name / ID No.	Daisy C. Tacla JR. / 18-04471		
Shift / Group	DS / A		
Batch No.	164		
Process	Taping		
FAS or Agency: specify	FAS		
Person Informed	S. Hornilla		
Audited by:	L. Cabataña		
	Details		
<p>Un-authorized person doing the process</p> <p>Instructed her co-associate to do bando gun process, without permission of her Jr. Staff.</p>			