



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 18-04119	Complete Name: Moseños Keye Anne	Section: PD3-MAZDA FINAL	Date of Incident: August 06, 2020	Date Issued: October 20, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On August 06, 2020 it was reported that you allegedly do non-compliance act (conduct insertion on layout even not certified) as reported by I-Alert auditor.

In view of the above, please explain in writing within ^{5 days} 48 hours why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.4 Un-authorized operator doing the process (Pagsasagawa ng hindi authorized/ walang certification from recruitment and training Group excluding expired Authorization up to 1 month).

The allege offense is punishable by suspension for 1st offense. Your failure to submit the written explanation as required shall be treated as your waiver of right to be heard and we shall proceed processing the case.



(Please explain in writing within ^{5 days} 48 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: Immediate Superior Signature over Printed Name	Noted by: Manager Signature over Printed Name	Received by Employee: Keye Ann P. Mosenes Signature over Printed Name	Date Received: 10-29-20
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Part 2: (To be filled-in by concerned employee)

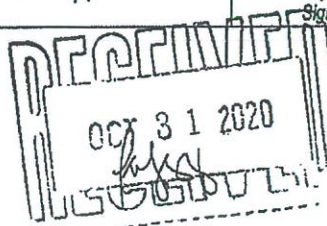
EXPLANATION

ako po ay nag-insert ng di-authorized sa kadahilanan pong ^{such like} mahutunan ang layout process, kaya po nag-subok po ako mag-insert. Binabalak din po ako ikrastain kaya po mag-insert ako. Nag-subok na po ako mag-insert para po mahutunan ko po sana. Yun nga lang po di lang po ako certified.

Counter measure:

Hindi na po ako pupuwerto lalo na't wala po ako badge at hindi certified para di na po ako magditi dahil yun po ay bawal at nasa standard.

 Keye Ann P. Mosenes Employee Name Signature over Printed Name	Date prepared: Oct. 29/2020	 J. Mandigma Explanation received by: Signature over Printed Name	Date Received: 10/29
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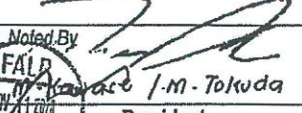


Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
Result of Investigation: Doing insertion w/o certification have high risk to result quality issue. Change mindset of member			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<input checked="" type="checkbox"/> Workings Days	Date from <u>11/25</u> to _____	Date Returned to work <u>11/26</u>
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:	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.

Kamosen
Kaye Ann P. Mosenos
Employee Signature over Printed Name:
Date Received: 11/24/20



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: PD3 Area
Facilitator: H Dimayuga

Date: 10/29
Time: 3:40 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Mosera, Keye Ann P.	Marks Jio 119/220	Assemble	komasera
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Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

H Dimayuga
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevilas

Date: 10/29

Agenda:

Location: Mazda Control Area

Hearings

Attendees:

Moscoso, Kye Ann

Details: Meeting Started:

3:40 pm

- Discussed the violation for the issuance of IR
- Employee explain her side and give reasons why she committed the violation.

Based on Investigation

Doing insertion w/o certification have high risk to result quality issue. Change mindset of member

For the offense committed employee Moscoso, Kye Ann will be given suspension of 1 day

- Noted and fully acknowledged

End of Minutes 3:50 pm