

INCIDENT REPORT FORM

ID Number: 13-00907	Complete Name: Hernandez, Hydrie Liza P.	Section: Suzuki Final	Date of Incident: March 3, 2019	Date Issued: March 20, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On March 3, 2019 it was reported that you were allegedly caught in the act doing ECT process without certification badge and you are certified only on appearance and taping process as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until March 27, 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
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Issued by: <i>[Signature]</i> G. CATANA Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> K. ARANA Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> H. L. HERNANDEZ Signature over Printed Name	Date Received: 3/26/19
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po ay nag ECT sa kadahilanan gusto ko pong isupport ang ECT process para makahan sa tambak dahil meron pong pinaparget na output samit nang March 3, 2019. Pero kung hindi naman po nagkaron ng change manpower sa ECT namin ay hindi naman po ako mag susupport dahil alam kong hindi madaditay pag original manpower ang nasa ECT namin. Is a Jr. Staff kaya kolang po Ryan girasa ay para maging magasp at maganda ang flow ng inspection namin.


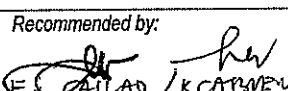
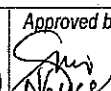

<i>[Signature]</i> H. L. HERNANDEZ Employee Name Signature over Printed Name	Date prepared: 3-20-19	<i>[Signature]</i> K. ARANA Explanation received by: Signature over Printed Name	Date Received:
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Part 3: (To be filled-in Immediate Superior)

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: Aware on Memo of non-compliance. Intention of supporting is good but still not certified on the process.			

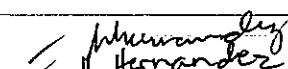
RECOMMENDATION / CORRECTIVE ACTION

Suspension	Workings Days Date from <u>04/25</u> to <u>04/25</u> Date Returned to work <u>04/26</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: <u>03-20-19</u>	Date: <u>04/09/19</u>	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.


 Employee Signature over Printed Name:

Date Received: _____

ALERT WRITTEN EXPLANATION

Control No: FALP-U-1903-145

☒ FAS

☐ AGENCY

Please Specify: _____

<u>J. Cabungos</u> Audited By:	<u>G. Magadia</u> Noted By:
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Name: Hydie Liza Hernandez
Position: Jr. Staff
ID Number: 13-00904
Batch No.: 16
Car Model/Line: Suzuki YDI 1519

Process: ECT
Group/Shift: A/DS
Date/Time: March 3 2019 9:40
No. of Offense: 2nd
Superior Name: L. Mendoza

Audit Findings: Un-authorized person doing the process

Details:

> caught in act doing ECT process without certification badge
> Certified on Appearance and taping process

WRITTEN EXPLANATION

Ako po ay nag ECT sa kadalalanan, gusto ko pong isupport ang ECT process para maka-alon sa tambak dahil meron pong pinatarget na output samin nang March 3, 2019. Pero kung hindi naman po nagkaron ng change manpower sa ECT namin ay hindi ako mag support dahil alam ko na hindi ma-deelay pag original manpower ang nasa ECT namin. As a Jr. staff kaga ko lang po iyan ginawa ay para maging masas at maganda ang flow ng inspection at namin.

Please Issue I/R

Remarks/ Evaluation:

- Give written explanation
- Be line up for ECT Certification

Followson, if not certified you should not do ~~your~~ process that is why there is certification.

3/20

<u>Hydie Liza Hernandez</u> Signature of Employee Date: <u>03/04/19</u>	<u>J. Cabungos</u> Jr Staff Date: <u>03/07/19</u>	<u>L. Mendoza</u> Staff Date: <u>03/07/19</u>	<u>G. Magadia</u> Supervisor Date: <u>3/11/19</u>	<u>L. Mendoza</u> Manager Date: <u>3/11/19</u>
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