



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

1101

ID Number: 18-04134	Complete Name: Palbacal Edlyn	Section: PD3-MAZDA FINAL	Date of Incident: September 18, 2020	Date Issued: October 20, 2020
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On September 18, 2020 it was reported that you allegedly do non-compliance act (Conduct pushing of loose clamp in appearance) as reported by I-Alert auditor.

In view of the above, please explain in writing within 48 hours why no disciplinary action should be imposed on you for the alleged violation under Memorandum HRGA-2018-04-14 No.1 Unauthorized Repair/Hidden Repair excluding usage of prohibited tool.

The alleged offense is punishable by suspension. 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 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: Signature over Printed Name	Date Received:
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ang pagtaka alam ko po kyon ay maaari ako na mag-push ng clamp. Tingnanong naman po ako sa aking jr. staffs. Saka naman po talaga ang kagere pain pag mga clamp kasi nga po nai ko kuya. nagtatana lang po sa wala sila duon at may inasikaso.

lilimuin ko po sa aking jr. staffs ang hindi at dapat kong i-repair. Sana po ay inyong mabuhayan.

 Employee Name Signature over Printed Name	Date prepared: 10-27-2020	 Explanation received by: Signature over Printed Name	Date Received: 10-27-2020
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning

☐ Written Warning

Major Offense

☒ Suspension

☐ Dismissal

Result of Investigation:

Unclear / Misunderstood repairing, remind her, that during Export training Repair procedure is being oriented and she must focus & apply the learnings in line management

RECOMMENDATION / CORRECTIVE ACTION

Suspension

2 Working Days

Date from

12/8/14 to

12/15

Date Returned to work

12/15/16

Dismissal

Effective Date:

Offenses Against:

Remarks:

Issued by:

[Signature]

Immediate Superior
(Signature over Printed Name)

Date:

1

Recommended by:

[Signature]

Section/ Department Manager
(Signature over Printed Name)

Date:

11/5/10

Approved by:

[Signature]
Human Resources
(Signature over Printed Name)

Date:

Noted By

[Signature]
President
(Signature over Printed Name)

DEC 3 2013

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: Dec-22-10

I-Alert Daily Line Audit Report

[illegible]



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

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☐ Meeting

Title: Hearing
Venue: PD3 Area
Facilitator: H Dimayuga

Date: 10/31
Time: 3:20 pm

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Palbany, Edlyn D	PD3	Ex-Per	Edlyn D Palbany
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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 / 10-31
Facilitators Signature/Date:



Minutes of Meeting

Prepared

Examined

Noted

Verified

H. Dimayuga

N/A

N/A

R. Odevilas

Date : 10/31

Location : Mazda Control Area

Agenda :

Hearing

Attendees :

Palbacarl, Edlyn

Details : Meeting Started:

3:20 pm

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

Based on Investigation

Unclear / Misunderstood repairing, remind her that during Expert training. Repair procedure is being oriented and she must focus and apply the learnings in line management.

For the offense committed employee Palbacarl, Edlyn will be given suspension of 2 days.

- Noted and fully acknowledged

End of Minutes 4:00 pm