

INCIDENT REPORT FORM

ID Number: 18-03604	Complete Name: De Castro, Maureen Dianne G.	Section: Suzuki Final	Date of Incident: January 22, 2019	Date Issued: February 2, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On January 22, 2019 it was reported that you allegedly produced one set on airbag process even if you're not certified as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until February 8, 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> ELSA C. SAKILTON Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> MAUREEN DIANNE G. DE CASTRO Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> MAUREEN DIANNE G. DE CASTRO Signature over Printed Name	Date Received: Feb. 5, 2019
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

Ako po si Maureen Dianne G. De Castro, naaudit sa kadahilangang nagturo ba isang associate na certified sa Airbag. Sa dami po nong delay nung inga time na yun nawala na po sa isip ko na hindi ako certified sa Airbag. Nataranta na po ako nun kaya di ko na rin po naisip na sya na lang ang dapat na nagprocess at iniinstruct ko na lang kung paano ito i-sub. Napasubok na lang din po ako kaagad syang turuan at dahil na rin po sa matagal na rin syang di nakakopertion dun, na di ko po katulad na malimit ko itong nakikitang gamin at paano i-sub kaya nakagawa ako nang isang set.

Magpapacertified muna po ako (bogo) hindi na po ako magpaprocess sa hindi naman ako certified kahit alam ko itong gamin.

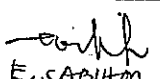
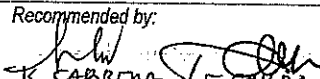
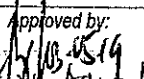
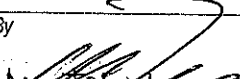
<i>[Signature]</i> MAUREEN DIANNE G. DE CASTRO Employee Name Signature over Printed Name	Date prepared: Feb. 5, 2019	<i>[Signature]</i> ELSA C. SAKILTON Explanation received by: Signature over Printed Name	Date Received: 62.65.19
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Part 3: (To be filled-in 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:			
<p>She/ is aware on the rule of certification, but since she was instructed by her expert she off non-compliance & not ask if ok to process or teach even not certified.</p>			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>2</u> Workings Days Date from <u>3/26</u> to <u>3/27</u> Date Returned to work <u>3/28</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:	Recommended by:	Approved by:	Noted By:
 E. CAPITAN Immediate Superior (Signature over Printed Name)	 K. CABRENA Section/ Department Manager (Signature over Printed Name)	 J. Agno Human Resources (Signature over Printed Name)	 M. K. K. K. President (Signature over Printed Name)
Date: <u>02/05/19</u>	Date: <u>12/23/19</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.


MAUREEN DIANNE G. DE CASTRO
 Employee Signature over Printed Name

Date Received: March 25, 2019

I ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHII
☐ PKIMT ☐ ADD EVEN

Control No: FALP-1A-1901735

<u>L. Capatella</u> Audited By:	<u>G. MAGADIA</u> Noted By:
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Name: Maureen Dianne De Castro
 Position: Associate
 ID Number: 18-03404
 Batch No.: 67
 Car Model/Line: Suzuki V7 15102

Process: Sub. Assy
 Group/Shift: B-N6
 Date/Time: 01-22-2019/20:50
 No of Offence: 1st
 Superior Name: S. Hornilla / G. Camas

Audit Findings: UN-AUTHORIZED OPERATOR DOING THE PROCESS

Details:

- ▶ had certified on Airbag process.
- ▶ already produced 1st on airbag process.

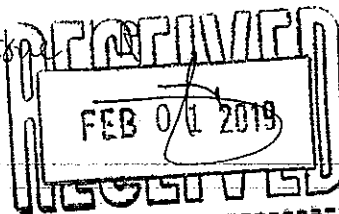
WRITTEN EXPLANATION

Ako po si Maureen Dianne De Castro, naaudit sa kadahilatang pagsunad ko sa aking lider na turuan ang isang associate na certified sa Airbag. Ua domi po nang delay nung mga time na yun nanala na po sa isip ko na hindi ako certified sa Airbag. Nataranta na po ako nun kaya di ko na rin po naisip na kya na lang ang dapat na nagprocess at instruct ko na lang kung paano ito isub. Napasubok na lang din po ako kaagad syang turuan at dahil na rin po sa matagal na rin syang di nakatapon din, na di ko po katulad na malimit ko itong nakikitang ganin at paano i-sub kaya makagawa ako nang isang set.

Magpaprocess muna po ako bago sila rundo. Hindi na po ako magpaprocess sa hindi naman ako certified kahit alam ko itong ganin.

Remarks/ Evaluation:

Please Sign



<u>Maureen Dianne De Castro</u> Signature of Employee Date: _____	<u>G. Camas</u> Jr Staff Date: <u>1/25/19</u>	<u>S. Hornilla</u> Staff Date: <u>1/25/19</u>	<u>S. Capatella</u> Supervisor Date: <u>1/25/19</u>	<u>K. Magadia</u> Manager Date: <u>1/26/19</u>
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