



FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 14-01956	Complete Name: Magpantay, Juvilyn	Section: Production 2/Section 4	Date of Incident: October 27, 2020	Date Issued: January 26, 2021
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On January 23, 2021 it was reported that you allegedly "Conducted unauthorized/hidden repair on Appearance Inspection Process base on CCTV photoaged upon reviewing of Customer Claim Investigation" as reported by QA-CSG Group

In view of the above, please explain in writing within 5 days or until January 30, 2021 why no disciplinary action should be imposed on you for violating the Company Policy C Section 9.3 which states "Any attempt to conduct Unauthorized repair without using prohibited tools.

The allege 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 5 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 checked="" type="checkbox"/> 2 nd Offense	<input type="checkbox"/> 3 rd Offense	<input type="checkbox"/> 4 th Offense	<input type="checkbox"/> 5 th Offense
Issued by: Rommel Gil-Raz Immediate Superior Signature over Printed Name	Noted by: Jerald Ganadillo Manager Signature over Printed Name	Received by Employee: J. Magpantay Signature over Printed Name	Date Received: 1/26/21	

Part 2: (To be filled-in by concerned employee)

EXPLANATION

ako po si Juvilyn magpantay, Jr. staff ng line 7108-B,
Noong January 23, 2021 ay may rocing customer claim information ang line 7108 na wrong insert
Base po sa napansin ko pong CCTV noong October 27, 2020.
ang alam ko pong nangyari noong araw na iyon ay. Ang Expect ko po
ang naka portion sa Appearance process. at lahat ng part confirmat ay inihahati po nila. dahil
noong araw din pong iyon ay naka portion ako sa Layout process. kaya di ko agad
napupuntahan ang Appearance process.
Noong check ko po ang part confirmat na harness ito pala ay may foreign material
na connector chips. Noong tinanggal ko na po ang foreign mat. agad kong ding pinacheck sa aking
expect ang apated portion. at noong nacheck nya ito napansin nya na may iwan pa sa
mating part na foreign mat. kaya agad ko po itong kinuha ulat sa kanya, at tinanggal ko
gamit ang cleantape na nasa bula ko po noong araw na yon. at noong tinanggal ko na po
pinacheck ko po ulat sa kanya ang mating part. At hindi po ako nakakasiguro na
ung apated portion ang tinanggal ko ng foreign mat.

 Juvilyn Magpantay Employee Name Signature over Printed Name	Date prepared: 1/26/21	 Rommel Gil-Raz Explanation received by: Signature over Printed Name	Date Received: 1/26/21
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Part 3: (To be filled-in Immediate Superior)


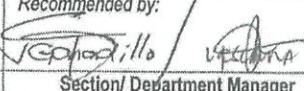
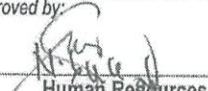
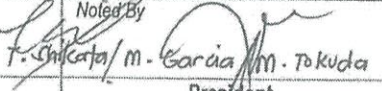
EVALUATION / INVESTIGATION

Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
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Result of Investigation:

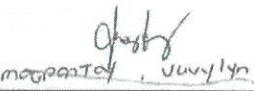
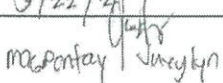
CCTV shows unidentified tool get from her pocket used in repairing.

RECOMMENDATION / CORRECTIVE ACTION

Suspension	Workings Days	Date from 3/23 to 3/25	Date Returned to work 3/26
Dismissal	Effective Date:	Offenses Against:	
Remarks:	<p>No concrete evidence, just a footage of CCTV without clear details of what she was doing. 15 days suspension for unauthorized repairing</p>		
Issued by:	Recommended by:	Approved by:	Noted By:
 Immediate Superior (Signature over Printed Name)	 Section/ Department Manager (Signature over Printed Name)	 Human Resources (Signature over Printed Name)	 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.


 Employee Signature over Printed Name:
 Date Received: 3/22/24


C - 1-5 days




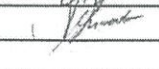
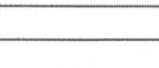
**FURUKAWA AUTOMOTIVE SYSTEMS
LIMA PHILIPPINES, INC.**

ATTENDANCE FORM

- ☐ Training
☐ Seminar
☐ Orientation
☒ Meeting

Title: Incident Report Hearing
Venue: Production 2 / Section 4 Control Area
Facilitator: Jerald Granadillo

Date: Jan. 26, 2021
Time: 5:25 PM

	NAME	DEPARTMENT	POSITION	SIGNATURE
1	Rommel Gil M. Raz	Section 4	SV	
2	magpantay, danylyn	Section 4	Jr. Staff	
3	calala, Garry M.	Section 4	AM	
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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.


Facilitator's Signature/Date: