

# INCIDENT REPORT FORM

ID Number: 13-0528	Complete Name: Tubino, Allyn M.	Section: 4064 / ADS Toyota Final	Date of Incident: January 31, 2019	Date Issued: February 8, 2019
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Part 1: (To be filled-in by the Immediate Superior)

## INCIDENT REPORT

### VIOLATION:

On January 31, 2019 it was reported that you allegedly instructed associate to do manual insertion in sub-assy process due to encountered defect foreign material on terminal as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until February 15, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No 4: 3 which state in case the member was instructed by his/her superior to do the process even not certified/authorized based on existing rules of training center/certification department, the appropriate penalty shall be given to the superior.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1<sup>st</sup> 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 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
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Issued by: <i>P. S. Carlan</i> Immediate Superior Signature over Printed Name	Noted by: <i>Allyn M. Tubino</i> Manager Signature over Printed Name	Received by Employee: <i>Allyn M. Tubino</i> Signature over Printed Name	Date Received: 2/15/19
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Part 2: (To be filled-in by concerned employee)

## EXPLANATION

May nakita po. Foreign Material sa terminal si  
Sub - Assy Operator. Sabi ko po NG na at lagay ng  
Red tag. Sinabi ko nin po tapusin na niya isa set  
gamit ang sub - drawing. Hindi po ako aware kapag  
po may sub PC hindi na po pwede gamit  
yhn sub drawing.

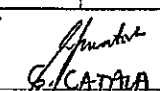
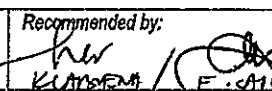
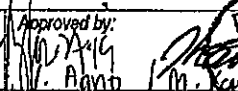
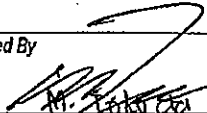
<i>Allyn M. Tubino</i> Employee Name: Signature over Printed Name	Date prepared: 2/15/19	<i>Allyn M. Tubino</i> Explanation received by: Signature over Printed Name	Date Received: 2/16/19
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Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

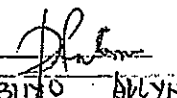
Minor Offense	<input type="checkbox"/> Verbal Warning <input type="checkbox"/> Written Warning	Major Offense	<input checked="" type="checkbox"/> Suspension <input type="checkbox"/> Dismissal
<b>Result of Investigation:</b> She is not aware on the flow if encountered abnormality at sub-assy must stop-call-wait & proceed to normal <del>flow</del> <sup>repair</sup> flow.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>1</u> Workings Days	Date from <u>2/15</u> to <u>2/16</u>	Date Returned to work <u>3/15</u> <u>3/16</u>
Dismissal	Effective Date: _____	Offenses Against: <u>3/1</u>	<u>3/2</u>
Remarks:			
<b>Issued by:</b>  Immediate Superior (Signature over Printed Name)	<b>Recommended by:</b>  Section/Department Manager (Signature over Printed Name)	<b>Approved by:</b>  Human Resources (Signature over Printed Name)	<b>Noted By:</b>  President (Signature over Printed Name)
Date: <u>02/21/19</u>	Date: <u>2/21/19</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: \_\_\_\_\_

# I ALERT WRITTEN EXPLANATION



FAS



MDHII

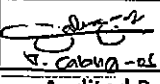
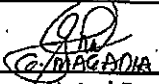


PKIMT



ADD EVEN

Control No: FALP-IA-1901-052

 Audited By:	 Noted By:
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Name: Allyn Tabara  
Position: Expert  
ID Number: 13-0128  
Batch No.: 2  
Car Model/Line: Tyota / 400L

Process: Sub-assy  
Group/Shift: PL - A  
Date/ Time: Jan. 31, 2019 /  
No of Offense: 1st offense  
Superior Name: R. Mercado (Supv)

Audit Findings: Instruct her sub-assy associate to do manual insertion in sub-assy process

Details: Instruct Monette Limpin, Sub-assy associate to do manual insertion  
due to encountered defect foreign material in terminal.  
> See attached report.

## WRITTEN EXPLANATION

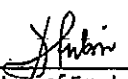
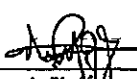
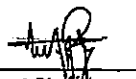
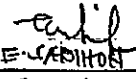
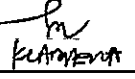
May nakita po foreign material sa terminal sa  
Sub - Assy operator (Monette Limpin) sinabi po niya  
sa akin. Sabi ko po NG na at lagay na ng  
Red tag. Sinabi ko rin po tapusin na niya yun isa  
set gamit ang sub drawing. Hindi po ako aware  
kapag po may sub PC hindi na po pwede gamitin  
yun sub drawing

Please Issue I/R.

## Remarks/Evaluation

Maliit naman ang harness ngayon next time magconfirm ka mun para  
sure ang iyong ipapagawa sa operator. All AC must have red tag &  
bring to repair for proper repairs.

02/04/19

 Signature of Employee Date: 01/02/2019	 Jr Staff Date: 01/02/19	 Staff Date: 01/03/19	 Supervisor Date: 02/04/19	 Manager Date: 2/4/19
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