



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

NOTICE OF DECISION MEMO

MS

December 20, 2018

TO: MARJORIE R. MAYUGA

FR: HUMAN RESOURCE & GENERAL AFFAIRS SECTION

RE: DISCIPLINARY ACTION

This has reference to your alleged violation of the company rule.

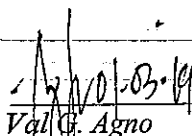
1. Section A No. 4 Unauthorized Repair/Hidden Repair excluding usage of prohibited extraction tool, on August 21, 2018 you allegedly removed and replaced COH protector on appearance, such violation is punishable by suspension of 1 to 5 working days.

Based on the incident report we received and the investigation conducted, you have admitted the responsibility for the offense mentioned above.

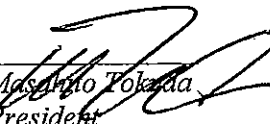
Such should you again commit the same offense in the future, the next higher penalty shall be imposed to you. Despite the above penalty we urge you to be more cautious in performing your job responsibility and to avoid committing similar offenses.


Your suspension will be on January 9-11, 2019

For your strict compliance.



Val G. Agno
HR Department Manager

Approved by:


Masahito Tokada
President

Noted by:

Mitsushige Kawase
Division Manager



Received by: 
MARJORIE R. MAYUGA

R

INCIDENT REPORT FORM

ID Number: 14-01485	Complete Name: Mayuga, Marjorie R.	Group: Mazda J12 Final 1103/A	Date of Incident: August 21, 2018	Date Issued: August 24, 2018
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

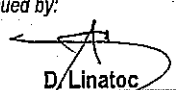
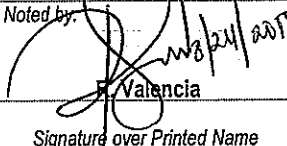
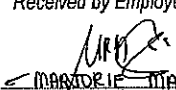
VIOLATION:

On August 21, 2018 it was reported that you allegedly removed and replaced COH protector on appearance inspection.

In view of the above, please explain in writing within 5 days or until September 5, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 1 which states Unauthorized repair/Hidden repair excluding usage of prohibited extraction tool.

The allege offense is punishable by suspension ranging from one (1) to five (5) working days.

Please explain in writing within 5 working days upon receipt of this report. Failure to do so, means you have waived your right to be heard.

Issued by:  D. Linatoc Signature over Printed Name	Noted by:  Valencia Signature over Printed Name	Received by Employee:  MARJORIE MAYUGA Signature over Printed Name	Date Received: 08/27/18
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Part 2: (To be filled-in by concerned employee)

EXPLANATION

COUNTERMEASURE

Nagkaroon po ng damaged protector sa App. dahil sa maling way ng pag-repair ng expert. Nakaalis na po ang isang connector sa protector kaya natukso po ako ng alisin ang natitirang connector gamit ang aking kamay at palitan ng ibang protector. Huli ko na po nakaalis ang aking ginawa at pagtakamali.

As Countermeasure po, bilang isang JR staff ay mas pag-iisipan to na ang ating mga action. Ipapatupad ko po muna ang pagsunod sa SOP mula sa ating sarili upang hindi ako tulakan ng ating mga associate. sa ating maling nagawa. At siguraduhin ko po na hindi na mauulit ang ganitong pangyayari dahil natuto na po ako sa ating pagtakamali.

Employee Signature:

Date prepared:

08/27/18

Explanation received by:


O. Vergara

Signature over printed name

Date Received:

8/27/18

Danica Mangundayao Linatoc

From: Rhen / Rhena Tiquis Valencia
Sent: Thursday, August 23, 2018 1:37 PM
To: Danica / Danica Mangundayao Linatoc
Subject: FW: IR issuance request
Attachments: img-823115534.pdf

Rhena Tiquis Valencia

Human Resource & General Affairs Section
Furukawa Automotive Systems
Blk 2 Lot 3 Phase 2A J. P. Rizal Avenue
Lima Technology Center, Lipa City
Contact # (043) 4559600 local 120
Cellphone # 09282514837

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From: Olive / Olive Real Vergara
Sent: Thursday, August 23, 2018 1:35 PM
To: Rhen / Rhena Tiquis Valencia
Cc: Neldz / Nelda Quiatchon Guce; Lon / Marlon Navarro Canovas; Eugene / Eugenio Villegas Cailao; Kath / Katherine Basco Panghulan; Janeth / Janeth Martelino Caringal; Majo / Marjorie Joy Postilos Lucido; Guimo / Guillermo Veyra Magadia; Jessy / Jesselyn Comia Reyes
Subject: RE: IR issuance request

Ma'am Rhen,

Requesting to issue incident report to the following employee

1. Marjorie Mayuga
FAS employee/ Jr staff
ID # : 14-01485

This one po conducted major noncompliance : Removal and replacement of COH protector on appearance inspection.

Based on the memorandum issued last April 16, 2018.

- A. Suspension (1-5 days) will be given as a minimum penalty to any member who will caught and /or proven to conduct noncompliance
Such as ; 1. Un authorized repair/ Hidden Repair excluding usage of prohibited extraction tool.

Please see attached for the written explanation of the member.

Also ma'am want to follow up the other request IR to issue.(see below email po)

Thanks and Best Regards,
Olive Vergara

WRITTEN EXPLANATION

Name: Mayuga, Marjorie

Date: 08-21-18

Employee No: 14-01485

Line: 1103

☒ FAS

☐ PKIMT

Nagkaroon po ng damaged protector sa App dahil sa maling way ng pagrepare ng expert. Dumating po ako na andun lahat ng App. Inspector sa may NG na un. Dahil tanggal na po ung isang connector sa protector na tukso na din po atong tanggalin ang natirang connector sa protector gamit ang aking kainay dahil konting tulak ay tanggal na ito. Huli ko na pong realize ang ating ginawa at pagkakamali

dot -

ASSOCIATE

STAFF

ASST. MANAGER

JR. STAFF

SUPERVISOR

MANAGER

08/23/18