

FUBUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC. Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

SILE POS

ID Number;	Complete Name:	Section:	Date of Incident:	Date Issued:					
18-04046	Elpos, Rose Anne Mostiero	Suzuki Final	December 5, 2018	December 21, 2018					
Part 1: (To be filled-in by the immediate Superior)									
INCIDENT REPORT									
VIOLATION:									
On December 5, 2018 it was reported that you were allowed to account to									
On December 5, 2018 it was reported that you were allegedly caught in the act conducting advance insertion with 2 wires already inserted on connector AEE-BA-65-FLB with Product No: 36965-64P5, color and size of wires AVSSN 0.75F-384-0.7									
an defined of ALL-DA-05-FLB with Frounds INO: 30005-64P5, color and size of wire: AVSSH 0.75F VI/ AVSSH 0.75 F BR/ as reported by I-Alert.									
In view of the above, p	please explain in writing within 5 days or unti	l January 5, 2019 why	no disciplinary action sh	uov no bezonmi ed hiuo					
for violating the Memo	randum for Major Non-Compliance Section A	No. 3 which states No	n-compliance on INSERT	PULL method.					
for violating the Memorandum for Major Non-Compliance Section A No. 3 which states Non-compliance on INSERT-PULL method.									
The allege offense is punishable by suspension ranging from one (1) to five (5) working days for 1st offense.									
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(Please explain in		s report. Failure to do so,	means you have waived you	ir right to be heard.)					
	FREQUENC	Y OF OFFENSE							
1st Offense	2nd Offense 3rd Offe	ense 🗀	4th Offense	5th Offense					
				O Ononae					
Issued by:	Noted by:	Received by En	iployee:	Dale Received:					
F. ADIHOT-		10/19 - Rose PA							
Immediate Supe Signature-over-Printe				1 1/3/19					
		4.3	ure over Printed Name						
	Part 2: (To be filled-in b	y concerned employee)							
	EXPL/	ANATION							
ΑνΑ	o po si Rose Anne Epo	c na Shruk	,						
- Gy	intrating advance inserting	sa kadah	it mare						
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Rein	Date prepared:		1 1	Dale Received:					
Kose Hurbs	Clans	+	SAUGHAN 1/10/19	-uio ricocirco,					
	nyee Name	Expl	enation received by:	1/10/2019					
Signature ov	Yer Printed Name.	Signe	ture over Printed Nāmē	ili. Imat.					

Part 3: (To be filled-in Immediate Superior) EVALUATION / INVESTIGATION Minor Offense Verbal Warning Written Warning Major Offense Suspension Dismissal
Minor Offense Verbal Warning Written Warning Major Offense Suspension Dismissal
Constitution of the state of th
Result of Investigation:
she is aware on the rule but she did not follow the sor.
She is also aware that there are intert auditors e the line,
RECOMMENDATION / CORRECTIVE ACTION
Suspension 3 Workings Days Date from Feb 18 to Feb 20 Date Returned to work Feb 21, 2012
Dismissal Effective Date: Offenses Against:
Remarks:
Issued by: Recommended by: Approved by: Approved by: Approved by: Noted By Noted By Immediate Superior Section/ Department Manager Human Resolution Resolution
(Signature over Printed Name) (Signature over Printed Name) (Signature over Printed Name) (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.
RISE AUNG ELPIK Employee Signature over Printed Name:
Dale Received:

I ALERT WRITTEN EXPLANATION

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	FAS	MDHII		Control No:	\$30-12-18
	PKIMT	ADD EVEN		J. Cabuara	O una Apia
				Audited By:	Noted By:
	Name:	Rose anne Elpos	Process:	Yezh auz	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	Position:	7 12 - 011011 OUSDONATE	Group/Shift:	10441024	
	ID Number:	8-04046	Date/ Time:	P NS DEC-OS 2018 1:40	,
	Batch No.:	754 95	No of Offence:	1st 1.40	• .
	Car Model/Line:	SULLIKY SIDS	Superior Name:	******************************	
	Audit Find	ings: <u>Non Complianc</u>		Mam Rica SV	
	Details:	_			
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,	PRODUCT : 3	0062-67620		***************************************	******************************
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	COLOR SIZE	OF WIRE! BYSCH D-75F VI	AVIO DAKE	no /	******************************
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S	ignature of Employee	Jr Staff Sta	aff Sur	DETVISOR ME	nàger >√s√n /
	Date: No lt	Date: Date:!	Date:		2/17/14

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