



**FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.**

Lima Technology Center, Lipa City, Batangas

## INCIDENT REPORT FORM

|                               |  |                                 |   |                                      |
|-------------------------------|--|---------------------------------|---|--------------------------------------|
| ID Number:<br><b>14-01386</b> | Complete Name:<br><b>Rosalie Liwag</b> | Section:<br><b>Production 5</b> | Date of Incident:<br><b>June 15, 2020</b> | Date Issued:<br><b>June 23, 2020</b> |
|-------------------------------|--|---------------------------------|---|--------------------------------------|

Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On June 15, 2020 it was reported that you allegedly caught attempting to disinsert terminal on connector YSN-14F using band tie in layout process as reported by Ms. Maria Julie Sabido.

In view of the above, please explain in writing within 5 days why no disciplinary action should be imposed on you for violating the Company Policy C Section 9.2 which states any attempt to conduct unauthorized repair using prohibited tools (device or implement).

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"/> 1st Offense | <input type="checkbox"/> 2nd Offense | <input type="checkbox"/> 3rd Offense | <input type="checkbox"/> 4th Offense | <input type="checkbox"/> 5th Offense |
|---|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|

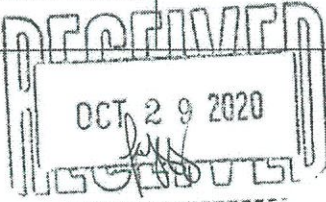
|   |   |   |                               |
|---|---|---|-------------------------------|
| Issued by:<br><br>Zyrine Perez<br>Immediate Superior<br>Signature over Printed Name | Noted by:<br><br>Jerald Ganadillo<br>Manager<br>Signature over Printed Name | Received by Employee:<br><br>Rosalie Liwag<br>Signature over Printed Name | Date Received:<br><br>9/24/20 |
|---|---|---|-------------------------------|

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

### EXPLANATION

Ipagpaumanhin po sana ninyo, hindi ko naman po rarama interasyon na magattempts bigla na lang po hali akong tirawag ng layout. Hindi ko po alam kung bakit saaka ko lamang po nalaman paglapit ko sa kanya. Saka naman po na may hawak akong band tie na balak ko raring ibalik sa parte. Eto tirawag po ako ng layout nang paglapit ko po nakikisuyo po aya na idisinsert ko po, ang NA nga sa layout. Hindi ko naman po talaga interasyon na gawin iyon. Sama po ng mapatawad ninyo ako. Sa susunod po ay hindi na po ako lalapit o ano pa man kung sakaling may makisuyo na akong magreinsert lalo't alam ko po na bawal iyon. Hindi ko po gagawin iyon. Pansaya na po - Salamat Po.

|   |                               |  |                               |
|---|-------------------------------|--|-------------------------------|
| <br>Rosalie Liwag<br>Employee Name<br>Signature over Printed Name | Date prepared:<br><br>9-24-20 | <br>Rosalie Liwag<br>Explanation received by:<br>Signature over Printed Name | Date Received:<br><br>9/24/20 |
|---|-------------------------------|--|-------------------------------|





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><br>- There is an attempt to conduct illegal repair however using band tail as tool is <del>not</del> possible |   |  |               |  |                                    |

RECOMMENDATION / CORRECTIVE ACTION

|   |   |  |  |                               |                                |
|---|---|--|--|-------------------------------|--------------------------------|
| Suspension  | 12 - Workings Days  |  |  | Date from 11/5/17 to 11/17/17 | Date Returned to work 11/19/17 |
| Dismissal   | Effective Date: _____ Offenses Against: 12/2                            |  |  |                               |                                |
| Remarks:  | 12 days suspension for the intension of conducting unauthorized repair. |  |  |                               |                                |
| Issued by:<br>Zyrene Perez                          | Recommended by:<br>Jerald Ganadillo                                     | Approved by:<br>[Signature]                      | Noted By:<br>[Signature]                   |                               |                                |
| Immediate Superior<br>(Signature over Printed Name) | Section/ Department Manager<br>(Signature over Printed Name)            | Human Resources<br>(Signature over Printed Name) | President<br>(Signature over Printed Name) |                               |                                |
| Date: 10/11/20                                      | 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: \_\_\_\_\_

## WRITTEN EXPLANATION

Name: Rosalie S. Liway

Violation: Attempt to disinsert

Line 3126

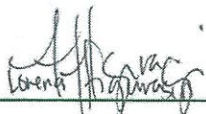
Magandang Araw Po!

Ipagpaumanhin po sana ninyo ang aking pagkakamali. Hindi ko naman po intention na gawin ang magdisinsert. Bigla na lang po kasi akong tinawag ng layout, hindi ko po alam kung bakit, saka ko na lang po nalaman kung bakit nya po ako tinawag, paglapit ko po sa kanya. Nakikiusap po kayong magpa-disinsert sa akin dahil may NG daw po nga. Hindi ko naman po sana gusto ng gawin yun.

Kaya po ako may bawak na band tie dahil nakita ko po yun sa part C ko at kinuha ko para ibalik sana sa parts. Sakto naman pong tinawag ako ng (parts) layout. Na pagkakamali ko din po na balakin ko na tulungan ang layout nang ~~pagkakamali~~ <sup>nakikiusap</sup> po sa sa akin na dapat po ay hindi ko na po naicrip gawin. Dapat po ay tinanggihan ko saja sa pakiusap nya bagkus nagred tag na lang po. Pero wala pa naman po akong nagagalaw sa NG po ng layout. Sama po ay mawawaan ninyo. Pasensya na po talaga. Salamat po.

M. Magdaye Adlagay

JR.STAFF



STAFF

M. Liway  
2-10-20

SUPERVISOR

<sup>Liway</sup>  
HWAG ROSALIE

ASST. MANAGER





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

**ATTENDANCE FORM**

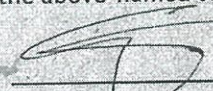
- ☐ Training  
☐ Seminar  
☐ Orientation  
☒ Meeting

Title: IR Counseling  
Venue: Quality Station  
Facilitator: J. Gonzales

Date: 10-14-20  
Time: 4:20 PM

|    | NAME              | DEPARTMENT  | POSITION  | SIGNATURE |
|----|-------------------|-------------|-----------|-----------|
| 1  | Lizy, Rocio C.    | POS / Honda | Associate | Phway     |
| 2  | Patricia Daisy M. | POS         | sv        |           |
| 3  |                   |             |           |           |
| 4  |                   |             |           |           |
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| 34 |                   |             |           |           |

Note: This attendance form will be used as objective evidence of the completion of the above-named course by the attendees named herein.

  
Facilitators Signature/Date:



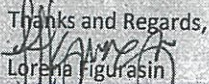
12  
Dear Maám/Sir,

Good Day!

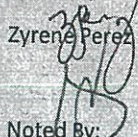
Please be informed that one of our associate namely Eunel Donato encountered NG (Wrong insert ) on her process (layout) after encountered the defect she call the Sub-Assy associate namely Rosalie Liwag to attempting to dis-insert the said defect Wrong insert on connector YSN-14F using band tie . Which is abnormal in the process.

Kindly see attached written explanation of the affected associate.

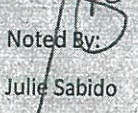
Also, please take immediate action for this matter.

Thanks and Regards,  
  
Lorena Figurasin

Noted By:

  
Zyrene Perez

Noted By:

  
Julie Sabido



## WRITTEN EXPLANATION

Name: Eunel T. Donato

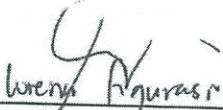
Violation: Attempting to dis-inser

Line 11/05

Magandang Araw po, ako po ay nagkaroon ng wrong insert sa layout naong ako po ay nagrupport sa Honda, sa kadahilanan pang delay na ako kaya ko po tinawag <sup>tulungan ako</sup> gung nagtrub sa nilayout ko na pangpunta po nys sa relation ko may hawak po cyang pang disinsert pero hindi po nys nadisinsert kasi po ay nakita na po sya, yun po ay hindi po talaga namin intensyon kasi po hindi ko din po mayadong kabisa do gung mga panglayout do kaya po nilagyan nalang po namin ng redtag. Inasahan ko po ang inyong malawak na pang unawa sa pangyaring iyon. Hindi na po mauulit. Maraming salamat po.



JR. STAFF



STAFF

  
EUNEL T. DONATO

SUPERVISOR

  
ASST. MANAGER