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FURUKAWA AUTOMOTIVE SYSTEMS LIMA PHILS. INC.

Lima Technology Center, Lipa City, Batangas

INCIDENT REPORT FORM

ID Number: 18-04471	Complete Name: Daisy C. Tacla		Section:	⇒ 	Date of Incident: May 5,2019	Date Issued: May 31,2019
	buisy c. racio		: (To be filled-in by the Im	#		Widy 31,2013
			INCIDENT REP		enor)	
On May 5, 2019, it wa	s reported that	vou allegedly c	onducted Up-authorized	-parson doi	ng the process instru	cted your co-Associate to do
band gun process with	hout the permis	sion of your Jr.	Staff. without process c	ertification a	as reported by I-Alert r	member named L. Cabataña.
In view of the above,	, please explain	n in writing wit	hin 5 days why no dis	ciplinary ac	tion should be impo	sed on you for violating the
memorandum #HRGA	-2018-04-14 Per	alty for Major N	on-Compliance.	orpiniary do	non should be impo-	sed on you for violating the
The allege offence ma	who nunichable	by 4 to E days	numanaian fau det affan			
The allege offense ma	ybe pullishable	by 1 to 5 days	suspension for 1st offen	se.		
(Please explain in	writing within	hours/days up	on receipt of this report. F	ailure to do so	o, means vou have waive	ed your right to be heard)
			FREQUENCY OF OF	***************************************		a your ignition on the individual of
1st Offense	2nd Off	ense	3rd Offense		☐ 4 th Offense	5 th Offense
			9		Ononso	o olionac
Issued by:		Noted by:	100/01/19 rine O. Cabrera	Received by E	mployee: dalaw	Date Received:
P.JANIA Immediate Sup	NO	Name	rine O, Caprera		Daisy C. Tacla	06/01/19
Signature over Print		Signatur	Manager e over Printed Name	Sign	nature over Printed Name	00 101 1101
		Part 2	: (To be filled-in by conce	rned employe	ee)	
			EXPLANATIO			
-11/0						
,180	Po SI Do	isy c. Ta	cla Jr na	n a quel	it ng i Alert	dahil sa
bando qua	dalil					
1	P	sa nap	ag bando gun	ko pa	ing suppor	+ di Kopo
alam na hij	ndi po siv	3 5=01.0	· ·) ''	
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na di po si	ya cortifi	rd cal	indo gun. Pasa		1- 11-15	or sq qhir
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Jo	Wirl		Date prepared:		RILL	Date Received:
DAIS	M/C. TACLA				-IC CABRENA	6.1
	löyee Name over Printed Name	1	06-01-19		planation received by: mature over Printed Name	66/04/19
				1 3/5	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

Car Model / Line No.	Suzuki / 5107	Picture	The second secon
Date / Time	May 5, 2019 / 09:10am	1 loture	Action Taken
Name / ID No.	Daisy C. Tacla JR. / 18-04471		
Shift / Group	DS/A	The Marie Printer Printers and State	1
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rocess	Taping	Court of Court of the Court of	
AS or Agency: specify	FAS	A STATE OF THE STA	W
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udited by:	L. Cabataña	THE PERSON NAMED IN COLUMN TWO IS NOT THE PERSON NAMED IN COLUMN TWO I	
Details			
In-authorized person doing the process nstructed her co-associate to do bando gun process, ithout permission of her Jr. Staff.		200	
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