

INCIDENT REPORT FORM

ID Number: 13-0188	Complete Name: Magpantay, Mary Anne O.	Section: 4162/A Toyota Final	Date of Incident: January 8, 2019	Date Issued: January 18, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On January 8, 2019 it was reported that you were allegedly caught doing bando gun on Bukumi process without certification badge as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until January 25, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No. 4 which state Unauthorized operator doing the process.

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

EXPLANATION

Wala po kasi naka portion sa Bukumi nang time na yun sa dami po ng absent namin kaya ako na lang po ang nag Bukumi may support po ako na leader sa pu talaga ang nag babando gun kaso po umalis po sa at hinalag sa disension isang bases lang po ako nag bando-gun sa sobrang delay na po ng bukumi kaya ko po yun ginawa hindi na po nasikaso ng leader namin ang nag papacertified sa bando gun dami po kasi ginagawa at sa sobrang dami rin po ng absent.

 MARY ANNE O. MAGPANTAY Employee Name Signature over Printed Name	Date prepared: 1-24-19	 Explanation received by: Signature over Printed Name	Date Received: 1-25-19
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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
Result of Investigation: aware on the Memo of Non-compliance & rule of certification. but due to delay & many absences, employee (expert) do the process.			

RECOMMENDATION / CORRECTIVE ACTION

Suspension	2 Workings Days Date from <u>3/26</u> to <u>3/27</u> Date Returned to work <u>3/28</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by: <u>E. SALAS</u> Immediate Superior (Signature over Printed Name)	Recommended by: <u>K. SALAS</u> Section/ Department Manager (Signature over Printed Name)	Approved by: <u>N. Agno</u> Human Resources (Signature over Printed Name)	Noted By: <u>M. Rodriguez</u> President (Signature over Printed Name)
Date: <u>01-26-19</u>	Date: <u>1/28/19</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.

MARYANNE I. O. ORTIZ
 Employee Signature over Printed Name: _____
 Date Received: _____

ALERT WRITTEN EXPLANATION

Control No: FALP-1A-1901-012

☒ FAS ☐ MDHII
☐ PKIMT ☐ ADD EVEN

J. Cabung-as
 Audited By: E. Macapagal
 Noted By:

Name: Mary Ann Magpantay Process: Bukumi
 Position: Expert Group/Shift: A/DS
 ID Number: 13-0188 Date/ Time: Jan 8 2019 / 11:00 am
 Batch No.: 1 No of Offence: 1st
 Car Model/Line: TOYOTA / 4102 Superior Name: A. Roman

Audit Findings: Un-authorized Operator doing the process
 Details: Doing Bando gun on Bukumi process without certification Badge.

WRITTEN EXPLANATION

Na audit po ako noon sa kadahilangan hindi po ako authorized sa bando gun sa pagkat hindi po ako nagkaroon ng aming leader ang pagpapacertified dahil na din sa dami ng lagina ginagawa at dahil na din sa dami ng absent. Nagkathon naman po na wala porsyon sa Bukumi ako lang po kasi yung floating kays po bilang expert ako na po yung sumopist. din kasi po yung kasama kong 2 expert naka portion na din nagkathon naman po na wala din ang aming leader, suport na leader po kays naka portion din kays bawag na sub na dimension sobrang delay na po na Bukumi ng oras na yon kays po ako na lang ang nag bando gun pero isang bases ko lang po yun ginawa

Remarks/ Evaluation:

Issue in

1/8/19

<u>J. Cabung-as</u> Signature of Employee Date: <u>1/12/19</u>	<u>A. Roman</u> Jr Staff Date: <u>1/12/19</u>	<u>N. Comin</u> Staff Date: <u>1/12/19</u>	<u>E. Catay</u> Supervisor Date: _____	<u>E. Macapagal</u> Manager Date: <u>1/14/19</u>
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