

INCIDENT REPORT FORM

Number: 01258	Complete Name: Espiritu, Odessa C.	Section: Suzuki Final	Date of Incident: January 19, 2019	Date Issued: March 6, 2019
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Part 1: (To be filled-in by the Immediate Superior)

INCIDENT REPORT

VIOLATION:

On January 19, 2019 it was reported that you were allegedly caught attaching STU in dimension process during viewing of CCTV as reported by I-alert.

In view of the above, please explain in writing within 5 days or until March 13, 2019 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section A No.1 which states Unauthorized/hidden repair excluding usage of prohibited extraction tool.

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
Issued by: <i>[Signature]</i> G. Catab Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> K. Mena Manager Signature over Printed Name	Received by Employee: <i>[Signature]</i> O. Espiritu Signature over Printed Name	Date Received:	

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

EXPLANATION

OKO po si Odessa Espiritu ay hindi ko nanan po intention na maglagay ng STU sa dimension. Nagkaton lang po ung harness na kin ay galing repair na ang "NG" ay damaged STU. Hindi po napalitan sa repair area kaya dun ko na sya napalitan sa dimension. Hindi ko na po nadala sa repair ulit kasi po nakabawil na sa dimension. Kala ko po ay pwedeng maglagay sa dimension kasi po ang NG po ay damaged STU. Hindi ko na po ulitin na kahit nakabawil na sa IRES ay dadalhin ko na po sa repair at dun ko na lakgyan sa STU.

Odesa Espiritu Employee Name Signature over Printed Name	Date prepared: 3/12/19	Explanation received by: <i>[Signature]</i> Signature over Printed Name	Date Received: 3/14/19
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Type of Book to be Registered	Quantity	From	Volume	From
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[illegible][illegible]

12 Declaration

I declare, under the penalties of perjury, that this application has been made in good faith, verified by me and to the best of my knowledge and belief, is true and correct, pursuant to the provisions of the National Internal Revenue Code, as amended, and the regulations issued under authority thereof. I further, give my consent to the processing of my information as contemplated under the "Data Privacy Act of 2012 (R.A. No. 10173) for legitimate and lawful purposes.

TAXPAYER/AUTHORIZED REPRESENTATIVE/TAX AGENT

Signature over Printed Name

John M. Delgado

Title/Position of Signatory

Associate

Signature over Printed Name

Revenue District Officer

Signature over Printed Name

District Office

Sample of BR Form No. 101

Note: The BIR Data Privacy Policy is in the BIR website (www.bir.gov.ph)

Documentary Requirements

- | NO. | DESCRIPTION | REMARKS |
|------|--|---------|
| 1. | Original Copy of Old Certificate of Registration, for replacement | |
| 2. | Original Certificate of Registration | |
| 3. | Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Certificate | |
| 4. | Original Authority to Print Receipts and Invoices | |
| 5. | New Application Form (BIR Form No. 1905), if applicable | |
| 6. | Proof of payment of Certification Fee and Documentary Stamp Tax - to be submitted before the issuance of the new Tax Clearance Certificate | |
| 7. | Original Authority to Print Primary and Secondary Receipts/Invoices | |
| 8. | Original Certificate of Registration, for replacement | |
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CORRECTION/CHANGE/UPDATE OF REGISTRATION INFORMATION

- [illegible]

CHANGE OF CIVIL STATUS

- | | |
|---|--|
| 1 | Death certificate, in case of death of an individual. |
| 2 | Inventory of ending inventory of goods, supplies, including capital good. |
| 3 | Inventory of unused sales invvoiced/cash receipts (SI/COR). |
| 4 | Unused sales invvoiced/cash receipts and all other uncollected accounting forms (e.g., vouchers, cancelled memos, delivery receipts, purchase orders etc.) including closing notices and permits as well as COR shall be subject for destruction to be witnessed by CTR personnel and officials. |

CLOSURE OF BUSINESS/CANCELLATION OF REGISTRATION

- | | |
|---|---|
| E | Change/Add Facility Type/Details |
| F | Change/Add Incentive Details/Registration |
| G | Change/Update of Accreditation/Registration from Investment Promotion Agency |
| H | Change/Update of Contact Person/Authorized Representative |
| I | Authorization or Certification issued by Officer nominated under Section 52 (4) of the Tax Code |
| J | Change/Update of representative and Treasurer or Assistant Treasurer of the Corporation |
| K | Amended Articles of Incorporation/Cooperation/Partnership |

[illegible]

- Associate _____
Title/Position of Signatory _____

[illegible]

- Stamp of BIR, Receiving Office
and Date of Receipt

Stamp of Birth Recording

OFFICE OF THE REVENUE DISTRICT OFFICER

RECEIVED

JUN 19 2019

Part 3: (To be filled-in Immediate Superior)

EVALUATION / INVESTIGATION

Minor Offense

☐ Verbal Warning ☐ Written Warning

Major Offense

☒ Suspension ☐ Dismissal

Result of Investigation:

She accepted her mistake of not following the repair flow after repairing the harness, she found working parts but repair @ dimension process.

RECOMMENDATION / CORRECTIVE ACTION

Suspension

1 Workings Days Date from 4/8/19 to 4/8/19 Date Returned to work 4/8/19

Dismissal

Effective Date: _____ Offenses Against: _____

Remarks:

Issued by:

[Signature]
G. CATAVA
Immediate Superior
(Signature over Printed Name)

Recommended by:

[Signature]
K. CARMONA
Section/ Department Manager
(Signature over Printed Name)

Approved by:

[Signature]
N. Agudo
Human Resources
(Signature over Printed Name)

Noted By

[Signature]
M. ECKHART
President
(Signature over Printed Name)

Date:

Date: 3/28/19

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.


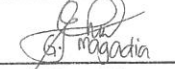
Employee Signature over Printed Name:

Date Received: 4/19/19

I ALERT WRITTEN EXPLANATION

Control No: FALP-1A-1701-024

☒ FAS ☐ MDHII
☐ PKIMT ☐ ADD EVEN

 Audited By:	 Noted By:
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Name: Odesa Espiritu Process: Dimension
 Position: ST. STAFF Group/Shift: HS-A 12:45 am
 ID Number: 14-0126 Date/ Time: Jan. 19, 2019
 Batch No.: 24 No of Offence: 1st OFFENSE
 Car Model/Line: CUZUKI YD1 Floor /S124 Superior Name: J. TORRES

Audit Findings: Unauthorized Repair /Hacking Repair

Details:

Caught attaching STU in Dimension processing viewing of CCTV.
See attached report and memorandum.

WRITTEN EXPLANATION


Oko po si Odesa Espiritu ay hindi ko narun po intension malagyan ng STU sa dimension. Nagkaton lang po ang harness na un ay galing repair na ang LG ay damaged STU. Hindi ko po napalitan sa repair area kanya po dun ko na siya napalitan sa dimension. Hindi ko na po nadala sa repair ulit kasi nakabawil na sa dimension. Kala ko po ay pwedeng maglagay sa dimension kas ang LG po ay damaged STU. Hindi ko na po unahan na kabit nakabawil na sa LGCS ay dadalhin ko na po sa repair at dun ko na lalagyan ng STU.


Please see I-R

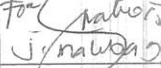
Remarks/ Evaluation:

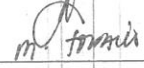
* SINCE THE REPAIR OF YD1 WAS FAR TO LINE S124. Ur Staff (HE INTENTIONALLY PUT STU IN DIMENSION. FOR NOW WE already request to ADD THE REPAIR OF YD1 FLOOR AT TOYOTA REPAIR AREA.




 Signature of Employee
 Date: 01-21-19


 Jr Staff
 Date: _____


 Staff
 Date: 4/18/19


 Supervisor
 Date: 2-18-19


 Manager
 Date: 2/21/19