



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

## NOTICE OF DECISION MEMO

January 23, 2019

TO: JOY CARLA P. MATIBAG

FR: HUMAN RESOURCE & GENERAL AFFAIRS SECTION

RE: DISCIPLINARY ACTION

This has reference to your alleged violation of the following company rules.

1. Major Non-Compliance Section B No. 1 which states Using prohibited tools during unauthorized repair due to alleged attempt to unlock retainer lock of connector DS-2FE-GR (built in retainer lock) using your teeth as reported by I-ALERT.
2. Major Non-Compliance Section A No. 3 which states Non-Compliance on INSERT-PULL method due to allegedly conducting manual insertion on connector SNH-4F shield wire as reported by I-ALERT.

Based on the two incident report we received and the investigation conducted, you have admitted the responsibility for the offense mentioned above. Since the disciplinary action was not immediately implemented as the offense was committed, we have instead consolidated the cases into one, and we are imposing the penalty of 15 days suspension for the said offenses.

However, please be reminded that despite you're not being penalized for each offence the same shall be reflected on your record. Such should you again commit the same offense in the future, the next higher penalty shall be imposed to you.

Despite the above penalty we urge you to be more cautious in performing your job responsibility and to avoid committing similar offenses.

Your suspension will be on February 14 to March 2, 2019

For your strict compliance.

Val C. Agno  
HR Department Manager

Approved by:  
Masahito Tokuda  
President

Noted by:

Mitsushige Kawase  
Division Manager

Received by: Joy Carla P. Matibag

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## INCIDENT REPORT FORM

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ID Number: <b>14-01479</b>	Complete Name: <b>Matibag, Joy Carla P.</b>	Group: <b>Suzuki Final SIB YFA /P</b>	Date of Incident: <b>July 17, 2018</b>	Date Issued: <b>July 19, 2018</b>
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On June 13, 2018 it was reported that you allegedly attempt to unlock retainer lock of connector DS-2FE-GR (built in retainer lock) using your teeth as reported by I-ALERT.

In view of the above, please explain in writing within 5 days or until August 6, 2018 why no disciplinary action should be imposed on you for violating the Memorandum for Major Non-Compliance Section B No. 1 which states Using prohibited tools during unauthorized repair.

The allege offense is punishable by dismissal.

*Please explain in writing within 5 working days upon receipt of this report. Failure to do so means you have waived your right to be heard.*

Issued by:  D. Linatoc Signature over Printed Name	Noted by:  R. Valencia Signature over Printed Name	Received by Employee:  J. Matibag Signature over Printed Name	Date Received: <b>07-20-18</b>
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Part 2: (To be filled-in by concerned employee)

### EXPLANATION

### COUNTERMEASURE

Nung time po na jun naka-  
portin po ako sa sub ng 26680-53500, ngayon  
po, sa affected connector na DS-2FEGR ay may  
2 insertion, ang unang insertion po ay B1. Nung ma-  
insert ko na po ang B1 ay napa-lock ko po agad  
ang connector, eh may insert pa po pala akong P1  
Pero yung connector po ay di po po fully lock.  
Nung insert ko na po ang P1 ay mahirap na po  
insert. Sinubutan ko po itaas ang retainer gamit  
ang kamay ay mahirap na po, kaya naisip ko  
po gamitin ang ngipin para itaas, pero nagdiretcha  
langgal na po ang pagkakamali ko po ay hindi  
ko po tinangg ang repair, dahil  
po delay na po sa process.

Pag po may mga  
gantong case, itatanag o  
dahin po agad sa repair  
at di na po manghihinayang  
sa isang harness, at pa-  
pahalagahan ko na po ang  
aking trabaho. Sana po ay  
bigyan nyo pa po ako ng  
chance. At hinding hindi na  
po ako gagawa nito.

Employee Signature:

Date/Prepared:

**07-20-18**

Explanation received by:

Signature over printed name

Date Received:

**7/21/18**

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

## EVALUATION

## Evaluation of Explanation:

☐ Valid  
☒ Invalid

## Superior's Remark: (if applicable)

\* Already discussed the memo on non-compliance.  
 Aware on the rule but she did un-authorized repairs  
 using her teeth to repair the locked connector

## RECOMMENDATION

## Frequency of incident:

☐ 1<sup>st</sup> Offense

☐ 2<sup>nd</sup> Offense

☐ 3<sup>rd</sup> Offense

☐ 4<sup>th</sup> Offense

## CORRECTIVE ACTION

☐ Written Warning

☒ Suspension:

15

working days

(Penalty code: / +)

Date From:

Feb 8/2017

To:

Feb 24/2017

Date Return to work:

14

Feb 29 (as Feb 9) March 2, 2017

☐ Dismissal:

Effective:

2/7/17 3/4/17

Offense against:

Memorandum for Major Non Compliance

Remarks:

Using prohibited tool during unauthorized repair

**Penalty Codes:**  
 Please refer to Company Handbook for  
 penalty Codes

Issued by:

Recommended by:

Approved by:

Received by:

Immediate Superior

(Signature over Printed Name)

Date:

7/31/18

Group/ Department Manager

(Signature over Printed Name)

Date:

Personnel &amp; GA Manager

(Signature over Printed Name)

Date:

Concerned Employee

(Signature over Printed Name)

Date:

- ☐ Employee Copy (original copy)  
☐ P&GA Copy

# ALERT WRITTEN EXPLANATION

Control No: \_\_\_\_\_

☒ FAS

☐ PKMT

<i>Chen</i> Audited By:	<i>Alar</i> Noted By:
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Name: Joy Carla Matibag  
Position: Expert  
ID Number: 11-01439  
Batch No.: 25  
Car Model/Line: 510 / SUZUKI

Process: Sub - Assy  
Group/Shift: B / DS  
Date/ Time: JUL 17 2018 / 9:05 am  
No of Offence: 2nd offense  
Superior Name: R. VILAR, N. VALENCIA

Audit Findings: UN-AUTHORIZED REPAIR

Details:

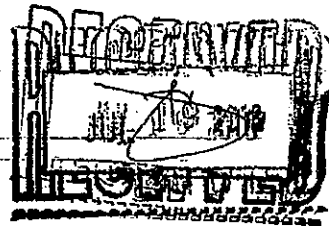
Unlocking/Repairing retainer lock of connector DS-2FE-GR (built in retainer lock) using her teeth.

## WRITTEN EXPLANATION

Nung time po na yon naka portion po ako sa sub ng 3600-5300. Ngayon po na affected connector na DS-2FE-GR ay may 2 insertion, ang unang insertion po ay black B1. Nung ma-insert ko na po ang B1 ay napa lock ko po agad ang connector, eh may insert pa po eh akung P1. Pero yung connector po ay di pa po fully lock. Klung insert ko na po ang P1 ay nahicap na po insert. Simbahan ko po ito sa ang retainer gamit ang kamay ay nahicap na po. Kap naisip ko po gamitin ang nagpin para ito po nagdiretcha tangap na po ang nagkakamali ko po ay hindi ko po tinawag ang repair, dahil delay na po sa process.

*Please see I.R*

## Remarks/Evaluation



<i>Alar</i> Signature of Employee Date: <u>7-19-18</u>	<i>J. Valenciano</i> Staff Date: <u>7-19-18</u>	<i>R. Vil</i> Staff Date: <u>7/19/18</u>	<i>P. S. Matibag</i> Supervisor Date: <u>7-19-18</u>	<i>hln</i> KORONEN Manager Date: <u>7/19/18</u>
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## INCIDENT REPORT FORM

ID Number: <b>14-01479</b>	Complete Name: <b>Matibag, Joy Carla P.</b>	Group: <b>Suzuki Final</b> <b>CHO YKA /A</b>	Date of Incident: <b>February 13, 2018</b>	Date Issued: <b>July 14, 2018</b>
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Part 1: (To be filled-in by the Immediate Superior)

### INCIDENT REPORT

#### VIOLATION:

On February 13, 2018 it was reported that you allegedly conduct manual insertion on connector SNH-4F shield wire as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until <sup>July 23, 2018</sup> why no disciplinary action should be imposed on you 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 1<sup>st</sup> offense.

Please explain in writing within 5 working days upon receipt of this report. Failure to do so, means you have waived your right to be heard.

Issued by:

*D. Linatoc*  
Signature over Printed Name

Noted by:

*R. Valencia*  
Signature over Printed Name

Received by Employee:

*J. Matibag*  
Signature over Printed Name

Date Received:

**07-30-18**

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

### EXPLANATION

### COUNTERMEASURE

Nagpusuport po kase ako sa sub Assy ng 36680 kase po naka-staggard po sa ibang line. Eh yun pong sub ng 36680 eh mag-isa, kaya po na manual yung shield wire eh nag-loose po yung jig sa sub, eh nahuhug po pag-nagpull. Hindi ko agad napapayos yung jig dahil po delay po ang sub, pero laman naman po ang insertion at hindi din po too.

Pag po may mga abnormality po tulad po ng loose jig sa sub Assy ay ipapayos po agad at hindi na po ako mag-mamamual.

Employee Signature:

Date prepared:

**07-30-18**

Explanation received by:

*E. Valencia*  
Signature over printed name

Date Received:

**7/31/18**



[ ]	Employee Copy (original copy)
[ ]	P&GA Copy



☒ FAS

☐ PKIMT

Control No: 548-02-18

 C. PANA Audited By:	 E. MAGAPIN Noted By:
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Name: MAGAPIN, JOY CARLA  
Position: ASSOCIATE/EXPERT  
ID Number: 14-  
Car Model: SV20K1 YKA  
Line: 512

Process: SVD Assy  
Group/Shift: B - NS  
Date/ Time: 2-13-18 2:05 AM  
No of Offence: 1st  
Superior Name: Noemi Valencia

Audit Findings: NON - COMPLIANCE ON INSERT PULL METHOD  
Details: CONDUCT MANUAL INSERTION ON CONN. CNH - 4F SHIELD WIRE

#### WRITTEN EXPLANATION

Nag-support po kase ako na rub Assy ng 36x80 kase po naka magagad po na ibang line. Eh yun pang rub ng 36x80 eh mag-sa kaya ka po na manual yung shield wire eh nag-loose po yung jig na rub eh nabuhagot po pag nag-pull. Hindi ko po agad napapas yung jig dahil po deth po ang rub, pero tama naman po ang insertion at hindi din po 180.


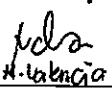



#### Counter-measure:

Pag po may mga abnormality tulad po ng mga loose jig na rub Assy ay ipapas po agad at hindi na din po ako mag-mamamul.

#### Remarks/Evaluation

✓ loose jig already repaired by equipment - JB

Please Issue IR

 Signature of Employee Date: <u>02-14-18</u>	 Jr Staff Date: <u>02-14-18</u>	 Staff Date: <u>02-14-18</u>	 Supervisor Date: <u>2-14-18</u>	 Manager Date: <u>06-22-18</u>
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Date received:  
7/13/18  
1:53 PM

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