

## INCIDENT REPORT FORM

ID Number: <b>18-04424</b>	Complete Name: <b>Torino, Rachel R.</b>	Section: <b>Suzuki Final</b>	Date of Incident: <b>January 25, 2019</b>	Date Issued: <b>February 2, 2019</b>
-------------------------------	--	---------------------------------	--	---

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

### INCIDENT REPORT

#### VIOLATION:

On January 25, 2019 it was reported that you were allegedly caught in the act doing half insert on connector SSE-SB-2MCP-B with wire color SB/ G/(twisted wire) and product no: 36065-64P80 as reported by I-Alert.

In view of the above, please explain in writing within 5 days or until February 5, 2019 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 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 <sup>st</sup> Offense	<input type="checkbox"/> 2 <sup>nd</sup> Offense	<input type="checkbox"/> 3 <sup>rd</sup> Offense	<input type="checkbox"/> 4 <sup>th</sup> Offense	<input type="checkbox"/> 5 <sup>th</sup> Offense
---	--	--	--	--

Issued by: <i>[Signature]</i> <b>ELSA C. CASIMIR</b> Immediate Superior Signature over Printed Name	Noted by: <i>[Signature]</i> <b>Manager</b> Signature over Printed Name	Received by Employee: <i>[Signature]</i> <b>Rachifforino</b> Signature over Printed Name	Date Received: <b>02-05-2019</b>
---	--	---	-------------------------------------

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

### EXPLANATION

Hindi ko po sinasadya na ma half insert kopo sa connector yung wire - habang <sup>hawa</sup> ko po kasi i-touch yung terminal bigla naman po ako napa lingon sa katabi at napaligla ko po na half insert yung wire - yung po yung habutan ng i alert nung nangyari po yung gihawa ko pag ding po yung insert pull method. para po magiguro ko na insert ko ng ayos ung wire. sobra din po kasi naka twist yung wire kaya maabang ko na po sa connector yung wire.

iiuntwist ko po yung wire bago ko po iinsert sa connector

<i>[Signature]</i> <b>Rachel TORINO</b> Employee Name Signature over Printed Name	Date prepared: <b>02-05-2019</b>	<i>[Signature]</i> <b>E. CASIMIR</b> Explanation received by: Signature over Printed Name	Date Received: <b>02-05-19</b>
--	-------------------------------------	--	-----------------------------------

## 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 memo of non-compliance, presence of idert audit. late to delay she committed non-compliance on her process.

## RECOMMENDATION / CORRECTIVE ACTION

Suspension	<u>1</u> Workings Days Date from <u>3/7</u> to <u>3/7</u> Date Returned to work <u>3/8</u>		
Dismissal	Effective Date: _____ Offenses Against: _____		
Remarks:			
Issued by:  E. Carillon Immediate Superior (Signature over Printed Name)	Recommended by:  K. Carillon Section/ Department Manager (Signature over Printed Name)	Approved by:  M. Agno Human Resources (Signature over Printed Name)	Noted By  M. Carillon President (Signature over Printed Name)
Date: <u>02-05-19</u>	Date: <u>2/12/19</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.

Rachel  
Employee Signature over Printed Name:

Date Received: \_\_\_\_\_

# I ALERT WRITTEN EXPLANATION

☒ FAS ☐ MDHII  
☐ PKIMT ☐ ADD EVEN

Control No: PALE-1A-1901-036

<i>Noted</i> G. Magadia	<i>Noted</i> G. Magadia
Audited By:	Noted By:

Name: Rochel Torino  
 Position: associate  
 ID Numbers: 18-04429  
 Batch No.: 511  
 Car Model/Line:  Suzuki M100 / 310

Process: Sub Assy  
 Group/Shift: A / HS  
 Date/Time: Jan. 28, 2019 11:20 AM  
 No of Offence: 1  
 Superior Name: J. Manlag

Audit Findings: Non compliance on Insert Pull method  
 Details:

- caught in act half insert Pull method  
 Conn: CSF-GB-2102-B  
 wire color: SB, G (twisted wire)  
 Product: Woods-CPSO

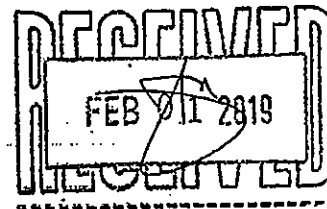
## WRITTEN EXPLANATION

Hindi ko po alam na ma hapt insert ko po sa connector ung wire. Labang ko po kasi (touch ung terminal ay narabang ko na po agad yan kasunod ko insert nang high naman po ako napalingan sa katabi at napabigla ko na hapt insert ung wire yung po yun maabutan ng latex nung nangyari po ung gawa ko pa din po ung insert pull method para ma sigurado ko na insert ko ng ayos ung wire. Sobra din po kasi naka twist yung wire ka narabang ko po agad sa connector ung wire. Nuntwist ko po muna yung wire bago ko po insert sa connector.

## Remarks/Evaluation:

Operator was aware on the rule & penalty.

*Please Issue I/R*



<i>R.</i> Signature of Employee Date: <u>01-28-19</u>	<i>B.S.</i> J. MONTOG Jr Staff Date: <u>01-28-19</u>	<i>J. Manlag</i> Staff Date: <u>01/28/19</u>	<i>E. Sabillon</i> Supervisor Date: <u>01/28/19</u>	<i>he</i> MANAGERA Manager Date: <u>4/28/19</u>
---	---	--	---	--