



**Megatrend**  
Workforce Management

Reference No.: MWM-MOBC-2020-00005887

## SUSPENSION LETT

To : **Palermo, Reynalyn F.**  
Employee Number : MWM00010342  
Department : *Aronda 3119*  
Subject : Suspension  
Violation Date : August 26, 2020

This letter serves as a Suspension for violating Megatrend / Rules and Regulation regarding **B. Insubordination/Disobedience/Neglect of Duty** Item **Unauthorized person doing the process. Associate caught doing sub assy process even no authorization badged, certified only lay-out process.**

Megatrend Workforce Management would like to inform you that your actions are being watched, and that any further violations of the company policy may result in your dismissal / termination. We expect that you uphold and strictly follow our company policies and that you conduct yourself professionally at all times.

So ordered.

*[Signature]*  
**Rachel D. Mercado**  
Operations Manager  
Megatrend Workforce Management

I acknowledge by my signature below that I have been afforded with the due process of law, and the opportunity to review prior to signing this correspondence. I understand that this warning letter will be placed in my personnel file and will form part of my employment records.

*[Signature]* *10/25/20*  
Employee's Signature/ Date

Noted by:

*[Signature]*  
**HR-FURUKAWA AUTOMOTIVE SYSTEM**

RECOMMENDATION

DATE OF SUSPENSION: *October 24, 20*

DATE RETURNED TO WORK: *October 27, 20*

SHIFT: *DS*

NEED FOR REFRESHER: ☐ YES

*[Signature]*  
SIGNATURE OF EMPLOYEE

APPROVED BY: *[Signature]* *10/22*

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension d  
kunin ito pagbalik after suspension bago mag 8am/p





**Megatrend**  
Workforce Management


EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
MWM0000042	Palermu Reynalyn	PO 5	August 20, 2021

\*\*\*NOTICE TO EXPLAIN\*\*\*

NATURE OF OFFENSE: \_\_\_\_\_

ITEM NO. \_\_\_\_\_

Ako po si Reynalyn F. Palermu, nakagawa ng violation sapagkat gusto ko lamang po makatubong at mapabilis po ang pag trabahang aay. kaya po ako nakapag trabahang habang waiting po ako kasi po delay po sa trabahang. sa risunod po hindi kona po ulitin, hindi na po ako gagawa ng protest na hindi po ako certified paengya na po.

  
Palermu Reynalyn 8/22/21

Signature Over Printed Name / Date

# I-ALERT WRITTEN EXPLANATION

☐ FAS

Contro.

☒ AGENCY

Please Specify: Megatrend

<u>Labatana</u>	<u>K. Hernandez</u>
Audited By:	Checked by:

Name: Reynier N. Palermo  
 Position: Barnette  
 ID Number: MINN 000010342  
 Batch No.: 314  
 Car Model/Line: honda turn 12119

Process: Sub-Stationary Process  
 Group/Shift: D/LP  
 Date/ Time: August 26, 2018 12:45  
 No. of Offense: 1st offense  
 Superior Name: L. Salud

Non-compliance Reference/Docun.  
 Control Number:

4000A-2018-04-14

## Details of Audit Findings:

Mr. Authorized Person doing the Process - Associate caught doing subassy process even no authentication badge, not fired only tag out process

## WRITTEN EXPLANATION

Kaya ko po iyon nagawa sa kadahilanang gusto ko pong makatulong at gusto ko po na mapabilis para po may mg layout agad. Habang waiting po ako kaso po wala pong pang layout. Sa suhod hindi ko na po gagawin ang proccede na hindi naman po ako certified paerencya na po.

## REMARKS/ EVALUATION

- ☐ i-Alert written only  
☒ Agency/FALP Written Only(based on handbook)  
☐ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Palermo</u>	<u>L. Salud</u>	<u>Min. 2. Salud</u>		
Employee	Jr Staff	Staff	Supervisor	Manager
Date: <u>08-27-20</u>	Date: <u>08-27-20</u>	Date: <u>08-27-20</u>	Date: _____	Date: _____