



Megatrend
Workforce Management

Approved Form

1/8/21

Date

Noted By:

Immediate Supervisor

Approved By:

Client Manager

Reference No.: MWM-MOBC-2020-00008444

WARNING LETTER

To : Grutos, Mary Joy
Employee Number : MWM00007544
Department : PD2 Dainatsu (DOLL initial)
Subject : 1ST WRITTEN WARNING LETTER
Violation Date : September 4, 2020

This letter serves as a 1ST WRITTEN WARNING LETTER for violating Megatrend / Rules and Regulation regarding: **Not following SOP / Unsafe Act not turning off the machine during setting of vinyl sheet, no good treatment of parts.**Item

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,

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.

8/8/21 / Sep. 07, 21

Employee's Signature/ Date

Noted by:

Robert D. Joy

HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

Cancelled audit due
control

☐ FAS

Control No: TAIP-1A-2009-3471

☒ AGENCY

Please Specify: Megatrend

<u>R.A. Manjarez</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Grutas Mary Joy
Position: Associate
ID Number: MUM00007544
Batch No.: 273
Car Model/Line: Daihatsu Doll Initial

Process: Weld taping
Group/Shift: NS / A
Date/ Time: Sep 4 2020 / 12:54
No. of Offense: 1st OFFENSE
Superior Name: J. Alcaide

Non-compliance Reference/Document
Control Number:

TAIP-WI-EN6-JT-646

Details of Audit Findings: Not Following SOP / Unsafe Act

Not turning off the machine during setting of vinyl sheet, no good treatment of parts.

WRITTEN EXPLANATION

Sorry for not following the SOP. Over sa work load na po kasi ako lalo po pang madami tira. Dawn time na. minsan kasabay sa bayo pa po ang priority na joint at shield wire na D54. Isa ka mag-isa lang po akong nag weld taping, 6 pa ang nag we welding. tapos sabayan pa ng machine biglang UB. Pa Andon nmn po agad kaso material dumating, minsan work madating. Sa parts nmn po pasensya sa tumang luga an nahihirapun po kasi ako magdakat, nais ko lang nmn po kasing matapos ang work load ko para po waiting Tambak. At kung matatapos kungad makalapag Support pa sa shield wire taping. Pasensya 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>Sest</u> Employee Date: <u>9/25/20</u>	<u>Jalyn</u> Jr Staff Date: <u>9/25/20</u>	<u>Angela</u> Staff Date: <u>9/25/20</u>	<u>Alcaide</u> Supervisor Date: <u>9/25</u>	<u>J. Reyes</u> Manager Date: <u>9/21/20</u>
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Megatrend
Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
MWM00007544	GRUTAS Mary Joy U.	PD2 (DOIL INITIAL)	Sept. 04, 2020

NOTICE TO EXPLAIN

NATURE OF OFFENSE: _____

ITEM NO. _____

SORRY FOR NOT FOLLOWING SOP. NOT FOLLOWING THE RULES AND REGULATION NAIS KO LAHOG NAMAN PO KASI AY MATAPOS ANG HEAVY WORK LOAD. SA ISANG ARAW PARA THE OTHER DAY HINDI MARAMING TAMBAH. PASENSYA PO. MEDYO NAHIRAPAN LANG PO SA PAG - SUNOD SA SOP. DOWNTIME PO KASI.

NATUPO NA PO AKO, HINDING - HINDI NA PO MAUULIT, KAKATYANIN NA LANG PO SUMUNOD SA SOP. PARA DIN NAMAN PO IYON SA SAFETY KO. SORRY AGAIN.

8:51
GRUTAS MARY JOY U. / Jan. 07.21

Signature Over Printed Name / Date