



**Megatrend**  
Workforce Management

Reference No.: MWM-MOBC-2020-00006271

## SUSPENSION LET

To : Magdangal, Leoncia S.  
Employee Number : MWM00006394  
Department : DAIHATCM  
Subject : Suspension  
Violation Date : September 7, 2020

This letter serves as a Suspension days for violating Megatrend / Rules and Regulation regarding **Not following SOP. Associate did not conduct fulling of sample before mass production already have value on PC.**

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.

Magdangal 11-13-2020  
Employee's Signature/ Date

### RECOMMENDATION

DATE OF SUSPENSION: Nov. 28, 2020  
DATE RETURNED TO WORK: Nov. 24, 2020  
SHIFT:  
NEED FOR REFRESHER: ☐ YES ☐ NO

Magdangal  
SIGNATURE OF EMPLOYEE

APPROVED BY:

[Signature]  
IMMEDIATE SUPERVISOR

[Signature]  
CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date a kunin ito pagbalik after suspension bago mag 8am/pm.





**Megatrend**  
Workforce Management

Reference No.: MWM-MOBC-2020-00006271

## SUSPENSION LETTER

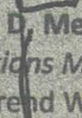
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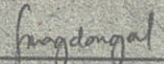
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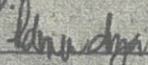
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Rachel D. Mercado  
Operations Manager  
Megatrend Workforce Management

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 11-13-2020  
Employee's Signature/ Date

Noted by:   
HR-FURUKAWA AUTOMOTIVE SYSTEM



# I-ALERT WRITTEN EXPLANATION

FAS

Control No: FALP-WA-2009-3137

AGENCY

Please Specify: Negotiated

Name: Magdangal, Leoncia  
Position: Associate  
ID Number: MMV00006394  
Batch No.: 261  
Car Model/Line: Dahlgren Tolk / Initial

Process: Tint Resistant Netting  
Group/Shift: DC-B  
Date/ Time: Sept. 7, 2020 / 7:39  
No. of Offense: 1st  
Superior Name: J. Alcaide

Audited By: K. Hernandez  
Checked by: J. Reyes  
Noted By: P

Non-compliance Reference/Document Control Number:

FALP-WI-JT-046

## Details of Audit Findings:

Not following SOP  
Associate did not conduct pulling of sample before mass production already have value on PC

## WRITTEN EXPLANATION

Ako po ay na-audit ng I-alert nang last Sept 7, 2020 (unes) dahil di po ako natapag-pulling ng ating sample write. nang araw po kasi na iyon ay iniiikap ko po na kaylangan ko po makapag-umpisa agad dahil madami po ang aming load at kaylangan po na makatarget kaya po kinopya ko maling po ang value sa ating last pulling nang last Sept 5, 2020 (sabado). Hindi ko na po tulitin ang ating nagaub, lagi na po ako mag pupulling at susund sa standard. Ipapaumanhin nyo po ang ating nagaub.

## REMARKS/ EVALUATION

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

<u>Magdangal</u> Employee Date: <u>09-11-2020</u>	<u>J. Alcaide</u> Jr Staff Date: <u>9-11-20</u>	<u>J. Alcaide</u> Staff Date: <u>9-11-20</u>	<u>J. Alcaide</u> Supervisor Date: <u>9/17/2020</u>	<u>6/21</u> Manager Date: <u>9/21/20</u>
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Magdangal  
LEONCIA S. MAGDANGAL



Ako po ay na-audit ng I-alert audit noong Sept. 7 2020.  
Hindi po ako nakapagpulling ng aking sample wire bago ang  
mass production. Nakagawa naman po ako ng sample, hindi  
ko lang po napulling kaagad. iniisip ko po kasi ng araw  
na iyon ay matapos ang aming load na 2 cycle para  
po wala kaming maliwan sa aming kasunod na shift.  
Kaya po kinopya ko talang po muna ang aking pulling  
ng nakaraang araw. at iyon po ang inilagay ko sa  
set value sa P.C.

Ipagpaumanhin nyo po ang aking nagawa.  
at hindi na po ulitin, at palagi na po susunod sa S.O.P.

Magdangal  
LEORCIA S. MAGDANGAL