

NO. OF OFFENSE:

First offense

DATE OF SUSPENSION:

September - August 27-29, 2020

RETURNED TO WORK:

Sept 1, 2020

APPROVED BY:

SIGNATURE OF EMPLOYEE

P. DE CRISTO

IMMEDIATE SUPERVISOR

CLIENT MANAGER

Approved Form

Date

Noted By:

BETONIN DE CRISTO

Immediate Supervisor

Approved By:

Client Manager

To : Clerigo, Jonathan  
 Employee Number : MWM00005783  
 Department :  
 Subject : Suspension 08/27 - 08/29  
 Violation Date : June 18, 2020

This letter serves as a suspension for 3 days for violating Megatrend / Rules and Regulation regarding **B. INSUBORDINATION/DIOBEDIENCE/NEGLECT OF DUTY** Item B.3 Being careless or delay work processes, Affecting the experience limit. If the circumstances are minor. Associate used other diode on homes should be the diode was set on ECT jig during 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.

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.

Employee's Signature/ Date



# I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Megatrend

Control No: FAIP-1A-2007-1459

<u>R. Alegria</u> Audited By:	<u>S. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Chico Jonathan  
Position: Associate  
ID Number: MUR00005763  
Batch No.: 253  
Car Model/Line: Suzuki YN 3117

Process: EC  
Group/Shift: DA-B  
Date/ Time: July 18, 2020 / 03:00  
No. of Offense: First offense  
Superior Name: M. De Chavez

Non-compliance Reference/Document  
Control Number:

Penalty for Major Non Compliance

Details of Audit Findings: Not following SOP - Associate used other diode on hornet should be the diode with set on ECT jig during process.

## WRITTEN EXPLANATION

Nagkataon lamang po nang time na iyon na tambakan po sa ECT insp. kaya po nagawa kang tumutala ng ibang diode pero dapat po ang yung isa na jig ang tumutala ko pero alam ko naman po naman po ang sa diode sa ECT.

Sa sukunod po ay kahit tambakan kami sa ECT insp. ay sukunod pa din po ako sa SOP. Para din po maiwasan ang quality tower.

## 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>J. Pineda</u> Employee Date: <u>07/21/2020</u>	<u>A. De Chavez</u> Jr Staff Date: <u>7/21/2020</u>	<u>S. Hernandez</u> Staff Date: <u>7-21-2020</u>	<u>J. Pineda</u> Supervisor Date: <u>7/21</u>	<u>J. Pineda</u> Manager Date: <u>7/21/2020</u>
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Operations Manager  
Megatrend Workforce Management

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[Signature]  
Employee's Signature/ Date