



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2020-00008456

Approved Form

Date: 11/7/21

Noted By: *[Signature]*

Immediate Supervisor: *[Signature]*

Approved By: *[Signature]*

Client Manager: *[Signature]*

WARNING LETTER

To : **Manlagnit, Joy**
Employee Number : MWM00007245
Department : *PDB Bonda TRA 3125*
Subject : 1ST WRITTEN WARNING LETTER
Violation Date : *Sept 29, 2020*

This letter serves as a 1ST WRITTEN WARNING LETTER for violating Megatrend / Rules and Regulation regarding: **Not following SOP. Associate directly get parts in other line NB-164-B, 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,

[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] 104/07/2021
Employee's Signature/ Date

Noted by: *[Signature]* 11/7/21
HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Megatrend

Control No: FALP-1A-2009-5951

Name: Manlauguit, Joy
Position: Associate
ID Number: M10M00007245
Batch No.: 270
Car Model/Line: HONDA TXRA/8125

Process: Parts Distribution
Group/Shift: NS/A
Date/ Time: Sept. 29, 2020/09:00
No. of Offense: 1st offense
Superior Name: C. Felimon

Audited By: M. MENDOZA
Checked by: S. Hernandez
Noted By: J. Reyes

Non-compliance Reference/Document
Control Number:

FALP-WI-PRD-18006

Details of Audit Findings:

Not Following SOP
Associate directly get parts in other line NB-164-B

WRITTEN EXPLANATION

Hindi ko po alam na bawal kumuha ng parts sa kabilang line. Kaya po pag walang wala na po gusto na gagamitin na parts pupunta po ako sa sa kabilang line para bang hindi kumuha ng parts na gagamitin ng mga assy. at (kaya po) hindi po ma delay ang aming line.

Sa susunod po ay tatawagin ko na ang Jr Staff o Expert namin para siya ang kukuha ng parts na wala ng gagamitin.

Unit: Customer service to all Suzuki

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>Joy Manlauguit</u> Employee Date: <u>10/05/2020</u>	<u>C. Felimon</u> Jr Staff Date: <u>10-5-20</u>	<u>M. Mendoza</u> Staff Date: <u>10/05/20</u>	<u>S. Hernandez</u> Supervisor Date: <u>10/6</u>	<u>J. Reyes</u> Manager Date: _____
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Megatrend
Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
NWM00007245	Manlagit, Joy	PDS / Furukawa	

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

NATURE OF OFFENSE: _____

ITEM NO. _____

Hindi ko po alam na bawal kumuha ng parts sa kabilang line. Kaya po pag walang wala na po na gagamitin na parts pupunta po ako sa kabilang line para kumuha ng parts na gagamitin ng mga essay at hindi po ma delay ang aming line.

Sa susunod po ay tatawagin ko na ang aming Jr. staff o Expert namin para siya ang kumuha.

Joy Manlagit
MANLAGIT / 01/07/2021

Signature Over Printed Name / Date