



Megatrend
Workforce Management

RECOMMENDATION

DATE OF SUSPENSION:	10-26-2020
DATE RETURNED TO WORK	10-29-2020
SHIFT:	PS
NEED FOR REFRESHER:	YES
SIGNATURE OF EMPLOYEE	<i>[Signature]</i>
APPROVED BY:	<i>[Signature]</i>
IMMEDIATE SUPERVISOR	<i>[Signature]</i>
CLIENT'S MANAGER	<i>[Signature]</i>
Reminder: Iwanan ang ID sa Coordinator bago ang suspensior kunin ito pagbalik after suspension bago mag 8am.	

Reference No.: MWM-MOBC-2020-00005883

SUSPENSION LETTER

To : Tual, Merry P.
Employee Number : MWM00008017
Department : Daihatsu 2109
Subject : Suspension
Violation Date : August 25, 2020

This letter serves as a Suspension for violating Megatrend / Rules and Regulation regarding **B. Insubordination/Disobedience/Neglect of Duty** Item Not following SOP. Conduct mass pulling during sub-assy 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] / 10/23/20
Employee's Signature/ Date

Noted by: *[Signature]* 10/24/20
HR-FURUKAWA AUTOMOTIVE SYSTEM



Megatrend

Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DA
MUAM00003013	Merry P. Tual	PDR/DAIHATSU / FURUKAWA	

NOTICE TO EXPLAIN

NATURE OF OFFENSE: Mass Pulling

ITEM NO. Not Following SOP

Hi po si Merry P. Tual ng 2109, Daihatsu
Ako po ay nakagawa ng paglabag sa Rules ng Process ng Embassy
ito ay Mass Pulling. Sa kagustuhan ko po na maiahon sa Delay
ang line hamin at maka buffer ako po ay ng mass pulling.
Sa sobra ko din pong Antok ng Oras na yon at
Straight po ako may pasok nung Kahit Sunday kaya ko
ako humangtong sa pag mass pulling.

Makakasa po kayo na hindi ko na po ito ulitihin
at ako po ay susunod na sa Patakaran.

Hiniitingi ko po ang inyong pagmamawa.

Cing / 10 / 23 / 20

Signature Over Printed Name / Date

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAP-1A-2008-20543

☒ AGENCY

Please Specify: Negatrend

<u>J. Nasarwan</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Tul. Menny Process: SIB-RECY
 Position: Associate Group/Shift: NI-15
 ID Number: MNM008017 Date/ Time: Aug-25, 2020 / 2:15
 Batch No.: 267 No. of Offense: 1st 2nd offense
 Car Model/Line: DAEWOO BE41/2109 Superior Name: M. Nivalo

Non-compliance Reference/Document Control Number:

FAP-1A-2008-20543

Details of Audit Findings:

Not following SOP
conduct masspulling during re-cab when encountered POTEN NG.

WRITTEN EXPLANATION

Mag masspulling po ako dahil sa sobrang Antok at kulang sa tulog ko po tuloy-tuloy
po ang pasok ko nun Alam ko din po na bawal ang aking ginawa na dras nayan.
Hindi naging po ako na naumanhin sa aking pagawa at kung anumang po ang aking
kapanusahan ay tatanggapin ko po ito.

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>[Signature]</u> Employee Date: <u>08/25/20</u>	<u>[Signature]</u> Jr Staff Date: <u>8/26/20</u>	<u>[Signature]</u> Staff Date: <u>8/26/20</u>	<u>[Signature]</u> Supervisor Date: <u>8/18</u>	<u>[Signature]</u> Manager Date: <u>11/</u>
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