



Megatrend
Workforce Management

Reference No.: MWM-MORC-2020-00005894

SUSPENSION LETTER

RECOMMENDATION

DATE OF SUSPENSION:

October 16, 2020

DATE RETURNED TO WORK:

October 17, 2020

SHIFT:

125 Y2M

NEED FOR REFRESHER:

YES ☒ NO ☐

SIGNATURE OF EMPLOYEE

APPROVED BY:

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspens
kunin ito pagballik after suspension bago mag 8

To : Magtibay, Elvie J.
Employee Number : MWM00007319
Department : *Suzuki Y2M*
Subject : Suspension
Violation Date : June 6, 2020

October 16, 2020 1 day

This letter serves as a Suspension for violating Megatrend / Rules and Regulation regarding **B. Insubordination/Disobedience/Neglect of Duty** Item Not following SOP, Associate directly cut the terminal when encountered insulation biting without verification of Jr. Staff.

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.

Elvie J. Magtibay 10-13-20
Employee's Signature/ Date

Noted by:

[Signature]
HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

Control No: 1

☐ FAS

☒ AGENCY

Please Specify: Megatrend

<u>[Signature]</u> Audited By:	<u>[Signature]</u> K. Hernandez/ J. Reyes Checked by:	<u>[Signature]</u> G. Me Noted:
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Name: Elvie Magtibay
Position: Associate
ID Number: MWN 00007391
Batch No.: 271
Car Model/Line: Suzuki YAR / initial

Process: Manual Crimping
Group/Shift: OSR
Date/ Time: 06/01/2020
No. of Offense: 1st offense
Superior Name: [Signature]

Non-compliance Reference/Docume.
Control Number:

FALP-WI-ENR-ME-006
Manual Crimping Procedure

Details of Audit Findings: Not following SOP - associate directly cut the terminal when encountered insulation biting
no verification of staff

WRITTEN EXPLANATION

Ako po si Elvie Magtibay ay na audit sa kadahilanan ako po ay nag-putol ng terminal. Hindi ko po makita ang mga junior staff kaya ako nalang po ang nag-crump. Dahil po sa prelo ang wire napilitan po ako kicruping ito.

REMARKS/ EVALUATION

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

<u>[Signature]</u> Employee Date: <u>07-28-20</u>	<u>[Signature]</u> Jr Staff Date: <u>07-29-20</u>	<u>[Signature]</u> Staff Date: <u>07-29-20</u>	<u>[Signature]</u> Supervisor Date: <u>07-29-2020</u>	<u>[Signature]</u> Manager Date: <u>8-11-20</u>
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So ordered.

[Signature]
Rachel D. Mercado
Operations Manager
Megatrend Workforce Management

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[Signature] 10-13-20
Employee's Signature/ Date

Noted by:

[Signature]
HR-FURUKAWA AUTOMOTIVE SYSTEM