



Reference No.:

MWM-MOBC-2020-00004957

SUSPENSION LETTER

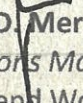
Approved Form	
Noted By:	Date
	<u>Suspension on</u> <u>Aug 14-19</u>
Immediate Supervisor	
Approved By:	
	<u>Aug 26-28</u> <u>Aug 27-19</u>
Client Manager	

To : Cantiveros, Soriel B.
Employee Number : MWM00010168
Department : Agbaru GC1
Subject : Suspension
Violation Date : June 27, 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. Un authorized person during the process associate conduct weld taping even


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.

 8-1A-20
Employee's Signature/ Date

Noted by:  8/17/20
HR-FURUKAWA AUTOMOTIVE SYSTEM



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SUSPENSION LETTER

To : Cantiveros, Soriel B.
Employee Number : MWM00010168
Department :
Subject : Suspension
Violation Date : June 27, 2020

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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.

8-1A-10
Employee's Signature/ Date

I-ALERT WRITTEN EXPLANATION

Control No: FAW- 1A-2007- 1559

☐ FAS

☒ AGENCY

Please Specify: Megatrend

<u>for PS</u> M. Murillo	<u>Schmand</u> K. Hernandez	<u>J. Reyes</u> J. Reyes
Audited By:	Checked by:	Noted By:

Name: Sonel Contiveros
Position: Associate
ID Number: MMN000010168
Batch No.: 310
Car Model/Line: Subaru GA/initial

Process: weld taping
Group/Shift: PS/A
Date/ Time: July 27, 2020 / 09:00
No. of Offense: 1st offense
Superior Name: B Espino

Non-compliance Reference/Document Control Number:

Penalty for Major Non-compliance
HRSA - 2018 - 04 - 14

Details of Audit Findings:

Un-Authorized Person doing the process - associate conduct weld taping even not certified as chikakan handler

WRITTEN EXPLANATION

ako po i Sonel Contiveros ako po may na audit sa kadahilangha ako po ay nag process sa hindi ako Authorized dahil wala po akung ginagawa sa oras naiyan dahil katatapos ko mag set ng wire sa line na howak ko. kaya po ako nakapag tape. ako po ay nangako na hindi na maulit ang akung ginawa.

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). 1 day

<u>Sonel Contiveros</u> <u>MMN000010168</u> Employee Date: <u>7-30-20</u>	<u>B. Espino</u> Jr Staff Date: <u>07-30-20</u>	<u>E. Montenegro</u> Staff Date: <u>7/30/20</u>	<u>Raz</u> Supervisor Date: <u>7/30/20</u>	<u>H. Reyes</u> Manager Date: <u>8/5</u>
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