

Reference No.: MWM-MOBC-2020-00006268

SUSPENSION LETTER

To : Ramos, Eres C.
Employee Number : MWM00009031
Department : PDS LOMPOTKRA 3/24
Subject : Suspension
Violation Date : September 15, 2020

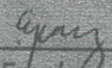
This letter serves as a Suspension days for violating Megatrend / Rules and Regulation regarding Not following stop-call-wait (Not following SOP conduct advanced insertion on conn. HSE 0 H2-L66FC.Br even he encountered Dotsu wire color 6/L6.

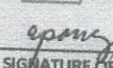
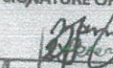
Megatrend Workforce Management would like to inform you that your actions are being watched, and that any further violations of the company policy may result in your dismissal / termination. We expect that you uphold and strictly follow our company policies and that you conduct yourself professionally 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

RECOMMENDATION	
DATE OF SUSPENSION:	November 21, 2020
DATE RETURNED TO WORK	November 23, 2020
SHIFT:	DS
NEED FOR REFRESHER:	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
SIGNATURE OF EMPLOYEE	
APPROVED BY:	
	IMMEDIATE SUPERVISOR
	CLIENT'S MANAGER
Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.	



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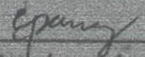
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Noted by:


HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIR-1A-2009-3513

☐ AGENCY

Please Specify: _____

<u>E. Redon</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Eves, Ramos
Position: Associate
ID Number: mmmm000 9031
Batch No.: 008
Car Model/Line: Honda YKRA/3126

Process: Sub only
Group/Shift: AE-B
Date/ Time: Sept 15, 2020 / 11:40
No. of Offense: 1st
Superior Name: B. Eunice

Non-compliance Reference/Document
Control Number: _____

Details of Audit Findings:

Not following SOP. call - wait / Not following SOP
conduct advanced insertion on conn. H2O H2-1647C - bt even he encountered R211 no wire color: 6/16/

WRITTEN EXPLANATION

Di ko po nakibayan na mag dala ang ating PC kaya mka pag insert po ako sa
next insertion at nang humung na po ang nakita ako na I HURT at dun na po ako insulat.
Ami pi kina po ulitan at tuga tapos na po ako sa ating process at
susund na po ako sa SOP Protocol, asahan nyo na hindi na po
magulat ang ating 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).

<u>[Signature]</u> Employee Date: <u>SEP 17, 2020</u>	<u>[Signature]</u> Jr Staff Date: <u>9-16-20</u>	<u>[Signature]</u> Staff Date: <u>9/17</u>	<u>[Signature]</u> Supervisor Date: <u>9/17/20</u>	<u>[Signature]</u> Manager Date: _____
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Di kona po ulitin at mag-focus na po ako
sa aking process at kasama po ako sa SOP process sahan
myo po na hindi na po manulat ang gawac.

^{agang}
ERES C. Ramos