

RECOMMENDATION

DATE OF SUSPENSION

DECEMBER 4, 2019

RETURNED TO WORK

DECEMBER 12, 2019

TIME

8:00 AM

Spalding

SIGNATURE OF EMPLOYEE

APPROVED BY:

Saludo 12/6

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Megatrend
Workforce Management

M-MORC-2019-00006492

SUSPENSION LETTER

To : Rosalyn Molod
Employee Number : MWM00008013
Department :
Subject : SUSPENSION LETTER
Violation Date : October 11, 2019

This letter serves as a suspension for violating Megatrend / Rules and Regulation regarding Item NON COMPLIANCE ON INSERT PULL METHOD (CONDUCT MANUAL INSERTION CONNECTOR DS MK2-BA 4F)

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.

Spalding - 12-05-19
Employee's Signature/Date



Megatrend
Workforce Management

Reference No: MWM-MW-2019-000642Z

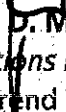
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Noted by:

HR-FURUKAWA AUTOMOTIVE SYSTEM

October 11, 2019/11:20

Rosalyn Molod/MW/M00008013

NS/B

267

Sub Assembly Process

Megalrend

A. Malapitan

C. Redondo

Details

Non-Compliance on Insert Pull Method
Conduct manual insertion on connector DS/MK2-BA-4F-GR wire color: G/ B/ SB/ & BE/



Action Taken

Name: Molod, Rosalyn
Position: Associate
ID Number: MW/M00008013
Batch No.: 267
Car Model/Line: Subaru GC7/7103

Process: Sub Assembly Process
Group/Shift: NS/B
Date/Time: October 11, 2019 / 11:20
No. of Offense: 1st offense
Superior Name: A. Malapitan

Audit Findings: Non Compliance on Insert Pull Method

Details: Conduct manual insertion on connector DS/MK2-BA 4F
Wire color: G/ B/ SB/ & BE/

WRITTEN EXPLANATION

I admit that I didn't use a pulling method insertion, because at that time wala na po kami buffer. Pero choice ko naman po kung and in just using a PC naman po, I do know na mali po kaya ginawa ko na pag advance insertion, dahil I broke the rule of Pulling method. I probably conduct the manual insertion on connector DS MK2-BA 4F wire color: G/B/SB & BE. I know that I broke the rule and I'm sorry for breaking the rule for not using pulling method. Hindi ko po po muling mag hindi paggamit sa Pulling method rule.

COUNTERMEASURE

I will promise that I will not do that again, I promised that I will not using the rule of pulling method insertion what ever happen even na wala na kami buffer. Hindi po po ako mag advanced.

Remarks/ Evaluation:

Issue penalty
(based on Memo)

Signature of Employee
Date: 10-31-19

Signature of Jr Staff
Date: 10-31-19

Signature of Staff
Date: 11/04/19

Signature of Supervisor
Date: 11/5/19

Signature of Manager
Date: 11/5/19



Megatrend
Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT	VIOLATION DATE
1111100000013	Rosalyn Bulad	PDI	Dec. 11-2019

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

NATURE OF OFFENSE: _____

ITEM NO. _____

I admit na hindi ko sinumad ang pulling at gumawa po ako nang mali. That time po keri wala po keri kami buffer kaya nagawa po kung magadvance natin. Without pulling at pagrevel ko intructio n putassy process.

Hindi ko ma po ulitin ang gawala ko mali and i promise na kalit wala nang buffer hindi na po ako mag advance na gagawin ang mali.

Indolof - 12-05-19

Signature Over Printed Name / Date