



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2019-00005631

RECOMMENDATION	
DATE OF SUSPENSION	November 26, 2019
RETURNED TO WORK	November 27, 2019
TIME	8:00 AM
APPROVED BY:	<i>[Signature]</i> IMMEDIATE SUPERIOR
	<i>[Signature]</i> CLIENT'S MANAGER

SUSPENSION LETTER

To : **Ilagan, Anita A.**
Employee Number : MWM00006378
Department : **Dahatun 2125**
Subject : **SUSPENSION 1 day**
Violation Date : **September 24, 2019**
Date of Suspension : **November 26, 2019**

This letter serves as a warning for violating Megatrend / Rules and Regulation regarding Item NOT FOLLOWING SOP (ASSOCIATE USE METAL BAR IN TOUCHING TERMINAL ON 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] **Anita A. Ilagan** 11/26/19
Employee's Signature/ Date



Reference No.: MWM-MOBC-2019-00005631

WARNING LETTER

To : Ilagan, Anita A.
Employee Number : MWM00006378
Department : *Dahabon 2125*
Subject : SUSPENSION 1 day
Violation Date : September 24, 2019
Date of Suspension : November 26, 2019

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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.

Anita Ilagan
Employee's Signature/ Date

Noted by:

HR-FURUKAWA AUTOMOTIVE SYSTEM



I ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAIP 11-1101-1402

☒ AGENCY

Please Specify: MEGAREND

 Audited By:	 Noted By:
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Name: ILAGAN, ANITA
Position: ASSOCIATE
ID Number: MWIM00006372
Batch No.: 260
Car Model/Line: DATTA30 DEL/2125

Process: SUB-ASSEMBLY PROCESS
Group/Shift: PS1B
Date/ Time: SEPTEMBER 24, 2011 1:45
No. of Offense: 1st OFFENSE
Superior Name: D. MACANILE

Audit Findings: NOT FOLLOWING SOP

Details:

ASSOCIATE USE METAL BAR IN TOUCHING LA TERMINAL ON SUB-ASSEMBLY PROCESS

REMARKS: TOUCHBAR IS AVAILABLE IN THE PROCESS.

WRITTEN EXPLANATION


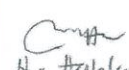
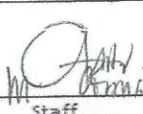
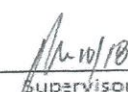
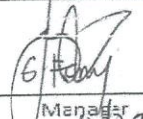
THE IS SI 0003 TAPAN MARGANA DA KASIHAN.
ROSENDA IN PL 3703000 HAD DA NAMA DA HYPONSO?
LA YUNG TOUCH BAR DA NADA GUNA GUNA DA SI KAL
DA NADA BUKAN YUNG TOUCH BAR KADA NADA NADA DA DA DA
DA NADA HADA DA HADA HADRES DA GUNA DA TAPAHAL KA
DA DA SA HAD BAR DA PAID DA DA TOUCH BAR DA DA
DA NADA SALAHIT DA DA DA DA DA DA DA DA DA DA DA DA
DA DA DA DA DA DA DA DA DA DA DA DA DA DA DA DA DA
LA TERMINAL DA KALABANG 1-TUCH SA TOUCH BAR.

Remarks/ Evaluation:

- Check the location of touch bar and orient sub-assy

ASSOCIATE

Issue Penalty

 Signature of Employee Date: <u>10/10/11</u>	 Jr Staff Date: <u>10/13/11</u>	 Staff Date: <u>10/14/11</u>	 Supervisor Date: <u>10/19/11</u>	 Manager Date: <u>10/22</u>
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Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT	VIOLATION DATE
MWM0000678	Anna Jagan	DOIL	SEPT 24 2014

NOTICE TO EXPLAIN

NATURE OF OFFENSE: _____

ITEM NO. _____

Ako po si Anna Jagan nakagawa na
kasalanan pasensya na po sapagkat hindi ko
naman po napansin na yung TOUCH BAR ay
nasa Gitna akala ko po kasi ay nasa
Dukang yung TOUCH BAR kaya nung nag bk
po at nag finish na yung Happiness na
Ginawa ko Thangal ko na po. Eh
sa metal bar ko po pala na touch yung
L.A. Terminal pasensya na po ulit. Salamat po
at ako po kagii ay support lang sa
line na ito dun po sa original line ko po
ay walang L.A. Terminal na kailangang i touch
sa TOUCH BAR.

Signature
anna jagan 11/21/14

Signature Over Printed Name / Date