



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2020-00006272


SUSPENSION LETTER

To : Guerrero, Jonas E.
Employee Number : MWM00009246
Department : SUZUKI
Subject : Suspension
Violation Date : August 10, 2020

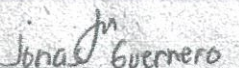
This letter serves as a Suspension days for violating Megatrend / Rules and Regulation regarding Nt following SOP. Associate attached retainer lock RH-RSSBF2F-W on connector RSS-BE-C-L on dimesion hanger it should be on ECT..


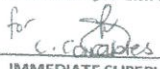

Megatrend Workforce Management would like to inform you that your actions are being watched, and that any further violations of the company policy may result in your dismissal / termination. We expect that you uphold and strictly follow our company policies and that you conduct yourself professionally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


Jonas Guerrero 11/14/20
Employee's Signature/ Date

RECOMMENDATION	
DATE OF SUSPENSION:	Nov. 24, 2020
DATE RETURNED TO WORK	Nov. 25, 2020
SHIFT:	
NEED FOR REFRESHER:	<input 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.	

2nd Floor - OCG Bldg.



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Jonas Guerrero 11/14/20
Employee's Signature/ Date

Noted by: Edmundoya
HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

Control No: FALD-1A-2008-1684

☐ FAS

☒ AGENCY

Please Specify: Megacitrend

<u>M. Gasama</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Guerrero, Jonas Process: Dimension
Position: Associate Group/Shift: NS/A
ID Number: MWM00009246 Date/ Time: August 10, 2020/11:45
Batch No.: 302 No. of Offense: 1st Offense
Car Model/Line: SUZUKI Old/5109 Superior Name: M. Clarke

Non-compliance Reference/Document Control Number:

FALD-WI-PRD-IP-044

Details of Audit Findings:

Not following SOP - associate attached retainer lock on connector RSS-BE-2FC-L on dimension hanger. It should be on ECT

WRITTEN EXPLANATION

Ako po si Jonas Guerrero Suzuki YVT Engine, ay naamin ang paskakamaling nagawang pag-advance ng retainer lock sa kadahilanan ako po ay nagawa irresponsible at makasarili sa aking nagawa. Kaya po malibod ko pong tinatanggap kung ano po ang magiging paraisa nyo po sa akin.

Muli po ako'y humihingi ng kapatawaran at ipinapangako pong pagbabuntihin sa aking abilidad, hindi po sa maling gawain bangkos po kung ano po ang nirarapat.

Maraming Salamat po.

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>Jonas Guerrero</u> Employee Date: <u>8-14-20</u>	<u>M. Clarke</u> Jr Staff Date: <u>08-14-2020</u>	<u>K. Hernandez</u> Staff Date: <u>08-14-2020</u>	<u>C. Comalac</u> Supervisor Date: <u>8-14-2020</u>	<u>J. Reyes</u> Manager Date: <u>8/17/20</u>
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Ako po si Jonas Guerrero E. na nagawang mag-advance sa kadahilangang paglalagay ng retainer lock sa dimension, sa kagustohang mapabilis ang gawain sa ect beard. Dahil po nung time na yon ay hindi pa hubog ang kakayahan kong mapabilis ang aking gawain kaya ko po ito nagawa. Kaya po sa nakalipas na 3 months ay pinagbuti ko po ang aking kakayahan at matatuhang paghugayan ang aking Process.

Jonas Guerrero