



Reference No.: MWM-MOBC-2020-00004939

SUSPENSION LETTER

Approved Form	
Noted By: 	Date: _____
Immediate Supervisor	
Approved By: 	KATHERINE O. CABRERA
Client Manager	

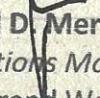
To : Verano, Jessa Francisco
Employee Number : MWM00007355
Department :
Subject : Suspension
Violation Date : June 29, 2020

August 17-19, 2020

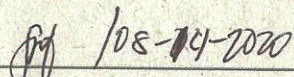
This letter serves as a suspension for 3 days for violating Megatrend / Rules and Regulation regarding **B. INSUBORDINATION/DIOBEDIENCE/NEGLECT OF DUTY** Item B.3 Being careless or delay work processes, Affecting the experience limit. If the circumstances are minor. Unauthorized repair/Hidden repair, Associate caught pulling of branch due to encountered short dimension

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.

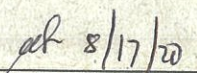
So ordered.


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

Noted by:


HR-FURUKAWA AUTOMOTIVE SYSTEM



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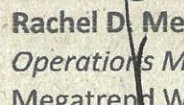
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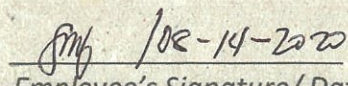
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I-ALERT WRITTEN EXPLANATION

☐ FAS

☐ AGENCY

Please Specify: MEGATREND

Control No: FAUP-1A-2005-1116

<u>Cabatana</u> Cabatana	<u>J. Reyes/K. Hernandez</u> J. Reyes/K. Hernandez	<u>G. Magadia</u> G. Magadia
Audited By:	Checked by:	Noted By:

Name: Verano, JESSA
Position: Associate
ID Number: MMMC007355
Batch No.: 271
Car Model/Line: Suzuki TR / T120

Process: Dimension
Group/Shift: NS-A
Date/ Time: May 29, 2020 / 9:20
No. of Offense: 1st
Superior Name: J. Matibag

Non-compliance Reference/Document

Control Number:

HRGA - 2018-04-14

Penalty for major non-compliance

Details of Audit Findings:

Unauthorized Repair / Added Repair
Associate caught pulling of branch due to encountered short dimension on dimension process

WRITTEN EXPLANATION

Ako po si JESSA F. Verano na audit sa kadalubiranang pag-adjust po ako
ng combine gawa po ng magka short po. at di na po ako naka pag aray sa expert
o Jr. Staff.

Pangako po sa sinagrad di na po ako mag-adjust ng kabit ano at
tatanyag na po ako ng expert or Jr. Staff para mag pa ayas nungpa confirm.

REMARKS/ EVALUATION

☐ i-Alert written only

☐ Agency/FAFP Written Only(based on handbook)

☒ Need day/s suspension(based from handbook & Memo for Major Non-compliance).

<u>Jessa Verano</u> Employee	<u>R. marasigan</u> Jr Staff	<u>1-Unit</u> Staff	<u>S. HONOR</u> Supervisor	<u>hw</u> Manager
Date: _____	Date: <u>6/8/2020</u>	Date: <u>6/4/2020</u>	Date: <u>7/6/2020</u>	Date: <u>7/7/2020</u>