



Megatrend
Workforce Management

Approved Form	
Date	11/8/21
Noted By:	APRIL
Immediate Supervisor	
Approved By:	
Client Manager	

Reference No.:

MWM-MOBC-2020-00008445

WARNING LETTER

To : Maligaya, Angelene
Employee Number : MWM00010645
Department : PPS Honda KRA 8125
Subject : 1ST WRITTEN WARNING LETTER
Violation Date : September 26, 2020

This letter serves as a 1ST WRITTEN WARNING LETTER for violating Megatrend / Rules and Regulation regarding: **Not following sequence on option taping.**Item

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.

Maligaya 01-07-21
Employee's Signature/ Date

Noted by:

HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

Control No: FALP 1A-2009-3821

☐ FAS

☒ AGENCY

Please Specify: Negatrend

<u>V. Ross</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: Angelina Maligaya

Process: Option Taping

Position: Associate

Group/Shift: DS/A

ID Number: MUM00010645

Date/ Time: September 26, 2020 12:55

Non-compliance Reference/Document
Control Number:

Batch No.: 324

No. of Offense: 1st offense

Car Model/Line: Honda TRX 1300

Superior Name: C. Felimon

Details of Audit Findings: Not following sequence on Option Taping

WRITTEN EXPLANATION

Nagunat naman po ako sa sequence pagkapan lang po na may support po ako na nan dun ako sa part na yun eh hindi ko po alam na umalis pala support ko. Pasamya na po di na po mauulid.

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>Angelina Maligaya</u> Employee Date: <u>10-5-20</u>	<u>C. Felimon Jr.</u> Jr Staff Date: <u>10-5-20</u>	<u>J. P. Perez</u> Staff Date: <u>10/5/20</u>	<u>P. Perez</u> Supervisor Date: <u>10/6</u>	<u>[Signature]</u> Manager Date:
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Megatrend
Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
MUM00010645	MALIGAYA ANGELENE	PDS / HONDA TRKA	Sept 26, 2020

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

NATURE OF OFFENSE: Not following sequence on option taping

ITEM NO. _____

Narunod naman po ako sa sequence nagkatnong
lang po na may support po ako, na nan dun ako sa
pant na yun, eh hindi ko po alam na umalis pala
support ko.
garansya na po din po p- mauulit

Maligaya 01-07-21
ANGELENE MALIGAYA

Signature Over Printed Name / Date