



Reference No.: MWM0000-2019-0001

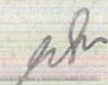
## SUSPENSION LETTER

To : Minuluan, Maravella  
Employee Number : MWM00008012  
Car Model/Line : Daihatsu / 2112  
Violation Date : September 2, 2019  
Suspension Date : September 12 and 13, 2019  
Nature of Offense : Un-authorized repair/Hidden repair  
Conduct repairing of clamp using clamp tail.  
Remarks: Worn out Gloves.

This letter serves as a suspension for 2 days for violating Megatrend / FAS Rules and Regulation regarding **Un-authorized repair/Hidden repair Conduct repairing of clamp using clamp tail.**

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.

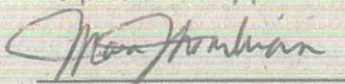
Prepared By: 

Rowena Dinglasan  
Megatrend Coordinator

Noted By: 

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.

 09/04/2019

Employee's Signature/ Date

Noted by: 

Immediate Superior

Approved By: 

Manager





Megatrend  
Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT	DATE OF VIOLATION
MWM00008012	MINULUAN, MARAVELLA, I		SEP 02, 2019

Ako po ay na audit nong sept. 2, 2019 na  
kadalilanan na clamp na tinitinan ko po at di  
ko po uyong binabaklas kase po ay mega maluwag  
lang po kaya inangat ko lang po ito.


Sa susunod po ay di na manule ang  
ganitong pangyayama at sa susunod ay itatun-  
gulta ko ito sa cining staff or sk-staff.

MINULUAN, MARAVELLA, I

SIGNATURE OVER PRINTED NAME/DATE



## i\_Alert Audit Report

Car Model / Line No.	Daihatsu D01L Line 2112	<div style="text-align: center;">Picture</div> 
Date / Time	September 02, 2019/08:51	
Name / ID No.	Minuluan, Maravella/MWM00008012	
Shift / Group	DS/B	
Batch No.	267	
Process	Assembly Process ( Bando Gun)	
FAS or Agency: specify	Megatrend.	
Person Informed	W. Mandigma	
Audited by:	J. Vintora	
Details		
<p><u>Un-authorized repair/Hidden repair</u></p> <p>Conduct repairing of clamp using clamp tail.</p> <p>Remarks: Worn out Gloves.</p>		