



Megatrend
Workforce Management

Approved Form

Date

Noted By:

Immediate Supervisor

Approved By:

Client/Manager

Reference No.:

MWM-MOBC-2020-00008447

WARNING LETTER

To : Andal, Michelle
Employee Number : MWM00010449
Department : PDB Honda TRKA SINS
Subject : 1ST WRITTEN WARNING LETTER
Violation Date : September 16, 2020

This letter serves as a 1ST WRITTEN WARNING LETTER for violating Megatrend / Rules and Regulation regarding: Associate continue inspection even if she encountered missing clamp. 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.

Michelle Andal / 01-04-21
Employee's Signature/ Date

Noted by:

HR-FURUKAWA
HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

☐ FAS:

Control No: FALP- 1A-2009-3849

☒ AGENCY

Please Specify: Megatrend

<u>M. Dela Cruz</u> Audited By:	<u>R. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Michelle Andal

Process: Dimension

Position: Associate

Group/Shift: NC/B

ID Number: MUM00016449

Date/ Time: September 28, 2009 / 11:40

Non-compliance Reference/Document
Control Number:

Batch No.: 315

No. of Offense: 1st offense

Falp-WI-PRO-IP-044

Car Model/Line: Honda TRX / 3125

Superior Name: P. Cacho

Dimension Inspection mass

Details of Audit Findings: Associate continue inspection even if she encountered missing clamp

WRITTEN EXPLANATION

Ako po si Michelle Andal ay naaudit dahil sa hindi ko pagsunod sa STOP-CALL + WAIT. Nakakita po ako ng missing clamp pero hindi agad ako nag-ANON. Nire-inspect ko po ulit ang ibang portion at laka po ako nag-ANON para po masigurado ko na wala ng ibang ng para isang red tag na lang po. sana. Next time po ay sumagat na (halagi) sa standard para di naaudit Parensya na po ulit sa di ko pagsunod.
Countermeasure: Sumagat na po sa STOP-CALL + WAIT.
CM: Call attention of JR STAFF and EXPERT

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>M. Andal</u> Employee Date: <u>10-02-09</u>	<u>P. Cacho</u> Jr Staff Date: <u>10-2-09</u>	<u>A. Cacho</u> Staff Date: <u>10-2-09</u>	<u>R. Hernandez</u> Supervisor Date: <u>10/30/09</u>	<u>J. Reyes</u> Manager Date: <u>10/30/09</u>
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Megatrend

Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
MWM00010449	ANDAL, MICHELLE H.	PR5 HONDA TRKA/FURUKAWA 212	SEPT-28, 2020

NOTICE TO EXPLAIN

NATURE OF OFFENSE: Continue inspection even if encountered missing clamp.

ITEM NO. _____

Ako po si Michelle Andal ay naaudit dahil sa patuloy na pag-inspect kahit may naencounter na missing clamp. Nire-inspect ko po ulit ang portion na natapos ko na saka po ako mag-Andon, para sabihin & inform ko sa Jr staff. Binawa ko po iyon pagre-inspect para masiguro na wala ng iba pang Ng. upang sa ganon po ay irang red tag na lang sana.

(CM) (Call the attention of)

Counter Measure:

Vicunod na po sa standard procedures at lagay mag-stop-call-wait pag may naencounter agad na abnormalities.

Michelle Andal

MICHELLE ANDAL / 01-04-21

Signature Over Printed Name / Date