

NO. OF OFFENSE:

First offense

DATE OF SUSPENSION:

Sept 8-10

RETURNED TO WORK:

Sept-11, 2020

SIGNATURE OF EMPLOYEE

IMMEDIATE SUPERVISOR

CLIENT MANAGER

Approved Form

Date

Noted By:

Immediate Supervisor

Approved By:

Client Manager

Refere

To : Bautista, Vergina
 Employee Number : MWM00010520
 Department :
 Subject : Suspension
 Violation Date : June 22, 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, Fulling on branch one to long dimension from clamp tocom.

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.

[Signature] / 08/25/20
 Employee's Signature/ Date

I-ALERT WRITTEN EXPLANATION

Control No: 2018-16-3027-1029

AGENCY

Please Specify: Megatrend

Audited By: [Signature]

Checked by: [Signature]

Noted By: [Signature]

Name: Paulito, Vergina
Position: Inspector
ID Number: 101110001230
Batch No.: 310
Car Model/Line: Honda / 3107

Process: Dimension
Group/Shift: DA-1
Date/Time: 2018/02/20 / 12:21
No. of Offense: 101
Superior Name: H. De Torres

Non-compliance Reference Document
Control Number:

Penalty for Major Noncomp branch
HRGA 2018-04-14

Details of Audit Findings:

Unauthorized Repair / Hidden Repair
Falling of branch due to long dimension from clamp to conn.

WRITTEN EXPLANATION

Ako po ang Dimension Inspector ng 3107 ay nakitang nabuli sa pag hula ng branch ng
I-Alert. Hindi ko namad po hinula ng malakas kundi iniangat ko lang ang branch sapagkat
may kating problema na kaya nang ayusin na walang masisira. Humingi po ako ng pareng
sa nagawa lang kabalana sa surukod po ay tatawag na po ako ng sr. state kapag
nakaacawiller po ako ng characteristic problem.

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>[Signature]</u> Employee Date: <u>2/25/2020</u>	<u>[Signature]</u> K. Rodriguez If Staff Date: <u>2/25/2020</u>	<u>[Signature]</u> N. L. L. L. If Staff Date: <u>2/25/20</u>	<u>[Signature]</u> D. Perez Supervisor Date: <u>2/25/20</u>	<u>[Signature]</u> Manager Date: <u>2/25</u>
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Operations Manager
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[Signature] 108/25/20
Employee's Signature/ Date