



Megatrend
Workforce Management

Approved Form

11/14/21

Date

Noted By:

Immediate Supervisor

Approved By:

Client Manager

Reference No.:

MWM-MOBC-2020-00008448

WARNING LETTER

To : Cabiles, Seiren
Employee Number : MWM00001016
Department : PDS Honda TRPA 8129
Subject : 1ST WRITTEN WARNING LETTER
Violation Date : October 14, 2020


This letter serves as a 1ST WRITTEN WARNING LETTER for violating Megatrend / Rules and Regulation regarding: **No good condition of probe pin found popped/ uneven height of probe pin sub assy jig still good on checksheet.**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.

 1/10/21
Employee's Signature/ Date

Noted by:


HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

Control No: FALP-1A-2010-4369

☐ FAS

☒ AGENCY

Please Specify: negotiated

<u>fr</u>	<u>Schmending</u>	<u>AM</u>
<u>A. Bryant</u>	<u>K. Hernandez</u>	<u>J. Reyes</u>
Audited By:	Checked by:	Noted By:

Name: SIREN CABILES
 Position: Associate
 ID Number: 1111111111
 Batch No.: 237
 Car Model/Line: honda civic 1.8i

Process: subassembly process
 Group/Shift: NSR
 Date/ Time: October 14, 2020 / 10:00
 No. of Offense: 1st offense
 Superior Name: G. Reyes

Non-compliance Reference/Document Control Number:

FALP- VI - PRO - SA - 043

Details of Audit Findings:

No good condition of probe pin. Found popped/uneven height of probe pin sub assy jig but still good on checksheet.

WRITTEN EXPLANATION

ako po si Siren Cabiles ay hindi napanasin na wala na po pala sa ating alignment ang probe pin ng ating jig sa kadahilanan hindi ko po ginagamit yung jig na iyon nung araw na nahuli o nakita ito. Nagpaalala ko po ito sa checksheet kasi ang direct ko lang po ay ang jig na gagamitin ko nung oraw na ito ay na audit.

Titingnan at icheck check ko na po bawat pin ng ating sub pc pag o po mag start.

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>Siren Cabiles</u>	<u>G. Reyes</u>	<u>N. De Jesus</u>	<u>Supervisor</u>	<u>Manager</u>
Employee	Staff	Staff	Supervisor	Manager
Date: <u>10-14-20</u>	Date: <u>10-14-20</u>	Date: <u>10-14-20</u>	Date: <u>10-13-20</u>	Date: <u>10-13-20</u>



Megatrend
Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
NWMOO 011014	CABILES SIEREN F.	T20-Honda/PDG	Oct. 14, 2020

NOTICE TO EXPLAIN

NATURE OF OFFENSE: _____

ITEM NO. _____

Ako po si Sieren Cabiles ay hindi napansin na wala na po pala sa ~~alignment~~ ^{alignment} ang probepin ng aking jig sa factibilanang hindi ko po ginamit yung jig na nasa nung araw na nahuli o nakuta ito. Nagood ko po ito sa checklist keri ang check ko lang po ay ang jig na gagamitin ko po nung araw na ~~igay~~ akoy na audit.

Upang hindi na po ito mantid muli... Bago po ako mag start ng ~~(probepin)~~ ^(probepin) hinitingnan ko po khal ng probepin ng aking jig at yung ibang mga bagay na nasa checklist ng morbuti...

Muli po akong humihingi ng pasensya sa kanyari ito... Salamat po sa pang-umawa...


SIEREN CABILES

Signature Over Printed Name / Date