



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2020-00006262

SUSPENSION LETTER

To : Payonga, Jennelyn T.
Employee Number : MWM00010942
Department : PDR
Subject : Suspension
Violation Date : September 11, 2020

This letter serves as a Suspension days for violating Megatrend / Rules and Regulation regarding Unauthorized / Hidden repair associate caught clamp (CL-9156PR) on shiage process due to encountered excess parts.

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.

Payonga - 11-17-20
Employee's Signature/ Date

RECOMMENDATION

DATE OF SUSPENSION: Nov. 25, 2020

DATE RETURNED TO WORK: Nov. 20, 2020

SHIFT:

NEED FOR REFRESHER:

☐ YES ☐

Payonga
SIGNATURE OF EMPLOYEE

APPROVED BY:

D. PEREZ
IMMEDIATE SUPERVISOR

[Signature]
CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension date at kunin ito pagbalik after suspension bago mag 8am/pm.



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2020-00006262

SUSPENSION LETTER

To : Payonga, Jerhelyn T.
Employee Number : MWM00010942
Department : PDS
Subject : Suspension
Violation Date : September 11, 2020

This letter serves as a Suspension for violating Megatrend / Rules and Regulation regarding Unauthorized / Hidden repair associate caught clamp (CL-9156PR) on shiage process due to encountered excess parts.

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.

Payonga, Jerhelyn T. 11-17-20
Employee's Signature/ Date

Noted by: Eden Chyn
HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Megatrend

Control No: FAIP-1A-2009-3258

Name: Payonga Jennelyn
Position: Associate
ID Number: W000010942
Batch No.: 925
Car Model/Line: Honda TRX 3130

Process: Shiage
Group/Shift: NS-A
Date/ Time: Sept 11, 2020 / 8:30
No. of Offense: 1st
Superior Name: A. Mendoza

<u>M. Gascon</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Non-compliance Reference/Document
Control Number:

Details of Audit Findings:

un-authorized / hidden repair
associate caught remaining clamp (A-915485-000-N) on shiage process due to encountered excess parts

WRITTEN EXPLANATION

Ako po si Jennelyn T. Payonga ng HONDA TRX-A-LINE 3130 ay humihingi ng paumanhin sa kasalananang aking nagawa dahil sa pagubok long tumagalini ang excess clamp sa aming harness na pina process. Alam kong mali ang aking nagawa. Ho po ay magisibing oral na sa akin sa susunod po ay hindi na ako muling gagawa o cucubok pag may ganito po ulit insidenteng magyayari ay ipagbibigay alam ko na sa aming JR. STAFF. Samn po akoy manganawaan nyo sorry po ulit, Pasensya na po

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>A. Mendoza</u> Employed Date: <u>9/24/20</u>	<u>J. Reyes</u> Staff Date: <u>9/24/20</u>	<u>M. Gascon</u> Staff Date: <u>9/24/20</u>	<u>A. Mendoza</u> Supervisor Date: <u>9/24/20</u>	<u>J. Reyes</u> Manager Date: <u>9/24/20</u>
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Ako po si Jennelyn T. Payonga ng Honda Tera Line 5130 ay humihingi ug
mamahin sa kasalanang ating ginawa dahil sa pagsubok kong tanggali n ang
excess clamp sa aming harness na pinaprocess. Alam kong mali ang ating ngalan
to po ay nagbibigay aral na sa akin sa susunod po ay hindi na ulit
suscubok pag may ganito po ulit ensidenteng mangyayari ay
pagbibigay (~~hang~~ alam) alam to na po sa aming JA Staff Samn
to mawawalan nyo sorry po ulit Pasensya na po.

Jay
JENNELYN T. PAYONGA