



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2020-00008457

Approved Form
Date: 1/8/21
Noted By: [Signature]
Immediate Supervisor: [Signature]
Approved By: [Signature]
Client Manager: [Signature]


WARNING LETTER

To : Matienzo, Ralph Jonel
Employee Number : MWM00005904
Department : PDS Honda Old 211V
Subject : 1ST WRITTEN WARNING LETTER
Violation Date : October 21, 2020

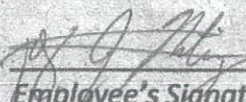
This letter serves as a 1ST WRITTEN WARNING LETTER for violating Megatrend / Rules and Regulation regarding: Unauthorized person doing the process. Ddang attachment of STU on ECT inspection without authorization badge. Certified only on ECT..Item

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.

 1/4/21
Employee's Signature/ Date

Noted by:

 1/4/21
HR-FURUKAWA AUTOMOTIVE SYSTEM

I-ALERT WRITTEN EXPLANATION

☐ FAS

Control No: FAU/10-2010-4524

☒ AGENCY

Please Specify: Megatrend

<u>[Signature]</u> Audited By	<u>[Signature]</u> Checked by:	<u>[Signature]</u> Noted By:
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Name: Martinez Ralph Jonel

Process: ECT Inspection

Position: Associate

Group/Shift: DS/A

ID Number: MWIR 00005404

Date/ Time: October 21, 2020 / 08:34

Batch No.: 254

No. of Offense: 1st offense

Car Model/Line: Honda Old / 3116

Superior Name: V. Arado

Non-compliance Reference/Document

Control Number:

penalty for major non-compliance

Details of Audit Findings: Unauthorized person doing the process. Doing attachment of STU on ECT inspection without authorization badge. Certified only on ECT.

WRITTEN EXPLANATION

ibka request na po mag aking certification ng asy kaso po ay
ng lock-down, trabaho tapos po kung gagaling ko lang po ng quarantine, 3 weeks
po akong naguarantine. At ngayon sakaling nag-audit po dito sa line
ay bababalik ko lang po at ito ay inuulat ko din po sa coming leader

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>10/29/20</u>	<u>[Signature]</u> Staff Date: <u>10/29/20</u>	<u>[Signature]</u> Staff Date: _____	<u>[Signature]</u> Supervisor Date: <u>11/10</u>	<u>[Signature]</u> Manager Date: _____
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Megatrend
Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
MWM00065904	MADENZO, RALPH JONEL P.	PDS / FALP	10/21/20

*****NOTICE TO EXPLAIN*****

NATURE OF OFFENSE: Unauthorized person doing the process. Doing attachment of S/W with ECT inspection without authorization badge. Certified only in ECT.

ITEM NO. _____

Naka-request na po ang ating certification ng asy
kaso po ay naglock-down, tapos po kayagaling ko lang po
ng quarantine, 3 weeks po akong nakaquarantine, at saklong
nag-audit po dito sa line ay kababalik ko lang po, at
iniulat ko na din po ito sa aming leader


RALPH JONEL MADENZO / 10/04/21
Signature Over Printed Name / Date