



Megatrend
Workforce Management

Reference No.: MWM-MOBC-2020-00005890

SUSPENSION LETTI

DATE OF SUSPENSION: 10-26-2020

DATE RETURNED TO WORK: 10-27-2020

SHIFT: DS

NEED FOR REFRESHER: YES

SIGNATURE OF EMPLOYEE

APPROVED BY:

IMMEDIATE SUPERVISOR

CLIENT'S MANAGER

Reminder: Iwanan ang ID sa Coordinator bago ang suspension kunin ito pagbalik after suspension bago mag 8am/r

To : Madeja, Yra Grace Q.
Employee Number : MWM00010602
Department : SALES B170
Subject : Suspension
Violation Date : August 10, 2020

This letter serves as a Suspension for violating Megatrend / Rules and Regulation regarding **D. Disorderly Conduct and Misbehavior** Item Not following SOP, Associate conduct barcoding of polycard on inspection table.

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.

Yra Grace Q. Madeja / 10-23-2020
Employee's Signature/ Date

Noted by: *HR* 10/24/20
HR-FURUKAWA AUTOMOTIVE SYSTEM



Megatrend

Workforce Management

EMPLOYEE NO.	EMPLOYEE NAME	DEPARTMENT / COMPANY	VIOLATION DATE
MEM00010602	MADEJA, YRA GRACE D.	PD4 SUZUKI	Aug. 10, 2020
NOTICE TO EXPLAIN			
NATURE OF OFFENSE: <u>Not following SOP, Associate conduct barcoding of polycard on inspection table.</u>			
ITEM NO. _____			
<p>Na-audit po ako dahil sa hindi pagsunod sa SOP, nagbaril po ako ng polycard sa ibabaw ng Inspection table dahil sa pagmamadali at maari pag(ising) nag kulang ang polybox quantity kapag ginawa ko iyon at napalipat sa ibang polybox. Nangangako po akong hindi ko na uulitin.</p>			
<p><i>Yragrace</i> MADEJA YRA GRACE D. / 10/23/2020 Signature Over Printed Name / Date</p>			

I-ALERT WRITTEN EXPLANATION

☐ FAS

☒ AGENCY

Please Specify: Meditrend

Control No: ALP-18-2004-11681

<u>R. Alegro</u> Audited By:	<u>K. Hernandez</u> Checked by:	<u>J. Reyes</u> Noted By:
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Name: Madeja, Yra Grace
Position: Associate
ID Number: MMMC0010602
Batch No.: 517
Car Model/Line: Suzuki 750 Verano/5120

Process: Appearance
Group/Shift: DC-13
Date/ Time: Aug. 10, 2020 / 7:50
No. of Offense: 1st
Superior Name: M. Romo

Non-compliance Reference/Document
Control Number:

FALP-SCA-16017

Details of Audit Findings: Not following SOP

Associate conduct barcoding of Polycard on inspection table.

WRITTEN EXPLANATION

Ako po si Yra Grace G. Madeja Appearance Inspector ng 5120 ay na-audit dahil sa hindi pag sundi sa SOP Associate conduct barcoding of polycard at nangangatang hindi na po uulitin sa susunod na po sa mga dapat gawin. Yun lamang po maraming salamat!

Nagawa ko po iyon dahil sa pagmamadali tsaka Daily sample po ang gamit namin, habang hinahintay ko pong makakuha ng polybox ang kasama ko ay binarcode ko ang polycard sa aking table.

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>Y. Grace</u> Employee Date: <u>08/13/20</u>	<u>Pau</u> Jr Staff Date: <u>08/13/20</u>	<u>Ch. Ordoñez</u> Staff Date: <u>8/13/2020</u>	<u>R. Alegro</u> Supervisor Date: <u>8/19/20</u>	<u>J. Reyes</u> Manager Date: <u>8/21/20</u>
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