

Reference No.:

MWM-MOBC-2020-00006262

## SUSPENSION LET

Payonga, Jennelyn T.

**Employee Number** 

MWM00010942

Department

PDI

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 Mégatrerid 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 records.

azurea-11-17-20 Employee's Signature/. Date

Nov. 25 2020 DATE OF SUSPENSION: DATE RETURNED TO WORK Nov. 20, 2020 NEED FOR REFRESHER:

RECOMMENDATION

D. PEREN WIN IMMEDIATE SUPERVISOR

SIGNATURE OF EMPLOYEE

2NO Floor - OCG Bldg.; J.P. Lay

CLIENT'S MANAGER

APPROVED BY:

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



## SUSPENSION LETTER

To

Payonga, Jerinelyn T.

**Employee Number** 

MWM00010942

Department

POS

Subject

Suspension

Violation Date

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Rachel D. Mercado Operation Manager

Megatren Workforce Management

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Assurance . 1/- 17-26 Employee's Signature/ Date

Noted by

HR-FURUKAWA AUTOMOTIVE SYSTEM

FAS				Control No:		
AGENCY Please Spe	ecity: Magarina		M. Carama	K. Nemandez	#919 - 14. 2009 - 32 UReyes	
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Also po a Jennelyn T Payonga ng Honda tkra Line 3130 ay humihingi ng awaranhin sa kasalunang aking ginawa dahil sa pagsubok kong tanggalin ang exests clamp sa awing havness na pinaprocess. Alam kong mali ang aking nagawa o po ay hagsilbing aral na sa akin sa sus anodo po ay hindi na uulit susubok pug may ganito po ulit envidenteng mangyayari ay pagbibiagay (xoro atam) alam to va po sa amina ja staff sana o mannawaan nyo sorny go ulit Pasensya na po

JENUNGA PAYONGA