



Administrative Hearing Form

iPloy OPC
9th Ayala Center Cebu Tower
Cebu Business Park, Cebu City 6000

July 1, 2023

John Michael Nadera
Posting
Doña Maria Vill. 1, Ext., Punta Princesa, Cebu City

Dear Mr. Nadera,

This is regarding the Notice to Explain issued to you last May 4, 2023 for alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made with all the available evidences submitted for this case, it was established that you indeed violated the company's **Code of Conduct and Decorum Policy** to wit:

Rule 1 Section 27 – Sleeping on the job during working hours.

Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC effective immediately. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

Sincerely yours,

Noted by:

Ramelyn C. Castanares
HR Manager

Angelo Manal
Operations Manager

Conforme:

Date signed:

Name and Signature of the Employee

7-1-2023

Note: Employee refused to sign

Witness:

NIKKO ZYRZO CAMARERO
TEAM LEAD

LARPA MANIGRA
ER

BENEDICTO V. MANAL C-MEBO
ER