

August 31, 2024

Jasper Salve Remata

CSR

Pc Hills Apartment Apas, Cebu

Dear Mr. Remata,

This is regarding the Notice to Explain issued to you last June 13, 2024 for alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made during the administrative hearing held last June 19, 2024 @ 3:00 AM local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** under **Rule 1 on Proper Conduct and Decorum Section 12 – Unscheduled Absence**

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,

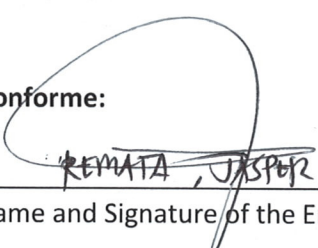
Noted by:


Ramelyn C. Castanares
HR Manager


Angelo Manal
Operations Manager

Conforme:

Date signed:


Name and Signature of the Employee


08/31/24