

October 9, 2024

**Wilmar B. Diaz**  
Initial Authorization  
Saturn Street Tisa Cebu

Dear Mr. Diaz,

This is regarding the Notice to Explain issued to you last September 23, 2024, for an alleged violation of the company's **Code of Conduct and Discipline**.

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

***Rules on Proper Conduct and Decorum – Section 23: Neglect of Duty – Failure to implement policies and procedures***

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,

  
Ramelyn C. Castanares  
HR Manager

Noted by:

  
Angelo Manal  
Operations Manager

Conforme:

  
WILMAR B. DIAZ  
Name and Signature of the Employee

Date signed:

10-10-2024