

iPloy Incorporated

9TH floor, Ayala Center Cebu Tower
Bohol Avenue, Cebu Business Park
Cebu City 6000



November 5, 2021

To : ALL EMPLOYEES
FROM : OPERATIONS MANAGEMENT
SUBJECT : HOLIDAY ATTENDANCE TOKEN OF APPRECIATION 2021

We are pleased to reward a **Holiday Attendance Token of Appreciation** with our very best gratitude to employees who will show commitment and dedication for this coming holiday season. We would like to say "Thank You" in the amount of FIFTEEN THOUSAND PESOS (Php 15,000). This will be on top of the 13th Month Pay and Attendance Bonus. These are the prerequisites to be eligible for the Holiday Attendance Token of Appreciation:

1. This applies only to employees who started before November 30, 2021 and were assigned to Operations (Adapt Health and other clients).
2. The employee should be an **Immaculate Attendance Awardee** and eligible for the **Attendance Bonus** for December 2021 and January 2022.
3. The employee did not take any approved leaves (Vacation, Paternity, Maternity, Bereavement, Medical LOA, and Solo Parent, etc.) from December 2021 to January 7, 2022.
4. The Holiday Attendance Token of Appreciation will be released to **ACTIVE** employees ONLY on **April 30, 2022 payday**.
 - a. Employees' refusal to work on-site and/or being unable to go to the office, despite the recommendation of the client and management to work physically on-site will be automatically disqualified.
 - b. Employees in floating status will not be part of this program.
 - c. Employees working from home (WFH) and suffering from technical issues only (e.g. Internet and Power Outages) will have a maximum of three (3) unexcused infractions and/or NTEs to sustain and be part of this bonus, beyond three (3) unexcused infractions and/or NTEs will result to disqualification. These should be reported as real-time as possible followed by evidence of the technical issue within 48 hours, failure to update the Team Leader or HR real-time will result in disqualification. Employees with instabilities such as but not limited to intermittent connection, internet, and power outages must request to his/her Team Leader to work on-site.
 - d. Employees working from home (WFH) caught on idle state with a culpable NTE (e.g., sleeping) will result in disqualification.
 - e. Employees who tendered resignation on or before the release date will be ineligible to claim the Holiday Attendance Token of Appreciation.
 - f. Any resignations that take place on or before the release date will also make the employee ineligible to claim the Holiday Attendance Token of Appreciation.
 - g. Holiday Attendance Token of Appreciation is excluded from the Final Pay of the resigned and/or resigning employee.

Should you want to take advantage of this wonderful opportunity, please sign this memo and submit it to HR through your respective leads.

CATHELYN P. OCHOA
(Printed Name & Signature)
Employee

JO ANN MARTINEZ
(Printed Name & Signature)
STL / TL / POC

Sincerely yours,

ANGELO MANAL
Operations Manager

Noted By:

ALFREDO CAMARILLO JR.
Director of Operations

Approved By:

JAY GISSINGER
Chief Executive Officer