



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

June 8, 2023

**Elrick Guevarra Fajardo**

CSR

A1, Mabolo, Cebu City

Dear Mr. Fajardo,


This is regarding the Notice to Explain issued to you last April 28, 2023 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 May 6, 2023 at 1:30AM 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 27** which prohibits **"Sleeping while on duty."**

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.

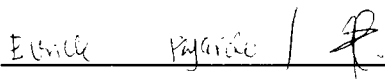
Sincerely yours,

  
**Ramelyn C. Castanares**  
HR Manager

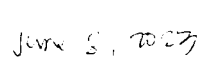
Noted by:

  
**Angelo Manal**  
Operations Manager

**Conforme:**

  
Name and Signature of the Employee

**Date signed:**

  
June 8, 2023