

Date : August 15, 2022  
To : Noreen Sanchez Carillo  
Position : PAP Resupply- OHH  
From : Human Resource  
Thru : Director of Operations- Alfredo Camarillo Jr.  
Subject : DISCIPLINARY ACTION

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This is to inform you of the decision regarding the following infraction/s:

**INFRACTION AND REMEDIAL ACTION PER OFFENSE**

Rules on Proper Conduct and Decorum  
Section 12 Unscheduled Absence

Documented Verbal Warning to Dismissal

Date violation committed: July 11, 2022

Place where violation committed: 9th floor ACCT, Bohol Street, Cebu Business Park

Upon weighing all the pieces of evidence at hand as well as accounts from witness/es, you are found to be:

Culpable of violating the infraction/s as stated  
 Not-culpable of violating the infraction/s

With this, you are then sanctioned:

Coaching  
 Documented Verbal Warning  
 Written Warning  
 Final Written Warning  
 Suspension  
From:

If you are suspended, you shall start reporting for work the day immediately after the end of your suspension or on the schedule (and shift) provided by your immediate superior.

  
\_\_\_\_\_  
STEFFI NICOLE LIM  
HUMAN RESOURCES

  
\_\_\_\_\_  
ALFREDO CAMARILLO JR.  
DIRECTOR OF OPERATIONS

  
\_\_\_\_\_  
Noreen S. Carillo

Received by (SIGNATURE OVERPRINTED NAME):

Date/Time: 8/18/22 - 4am

## iGROW COACHING FORM

Full Name: Noreen Sanchez Carillo	Date: July 29, 2022
Employee No: 3080	Immediate Supervisor: Ariel Sanchez

**Issue / Goal - What is the issue and goal of the coaching session?**

**Issue:** Agent was absent last July 11,2022

**Goal:** To make sure agent will be more responsible and mindful of his attendance.

<b>Payroll Period</b>	2022-07-08 to 2022-07-23 id : 52	<b>Depart</b>
<b>Employee ID</b>	3080	<b>Section</b>
<b>Name</b>	Noreen Sanchez Carillo	
<b>Position</b>	PAP Resupply - OHH	

Date		No.Of Hours								
Jul	Day	Shift Time		Actual Time		Late	Over break	Undertime	Hours Worked	
		IN	OUT	IN	OUT				REG	ND
07-08	Fri	20:30	05:30	20:21	05:45				8	7.5
07-09	Sat			--	--					
07-10	Sun			--	--					
07-11	Mon	20:30	05:30	--	--				absent	



SHIFT SCHEDULE	Employee ID number	Last Name	First Name	DEPARTMENT
8:30PM-5:30AM	3080	Carillo	Noreen	PAP Resupply
TEAM LEADER		SMS/CALL/EMAIL	CALL IN FOR	REMARKS
Ariel Sanchez		SMS	Absent	Attending to sick daughter

**Reality / Options – Root Cause Analysis and Agent’s Feedback**

The reason I was absent was because of my daughter. She had a high fever at that time and she won't let anyone near her expect from me. She wouldn't eat her meal nor drink her medicine if I was not around.

**Way Forward – Action Plan and Setting Proper Expectations**

Moving forward, I will be mindful about the consequences of my absences. If it's unavoidable I'll make sure to secure a valid/legal supporting document.

Employee Signature:		Date: July 29, 2022
Supervisor Signature:		Date: July 29, 2022

**Date** : **07/29/2022**  
**To** : **Noreen Sanchez Carillo**  
**Position** : **CSR**  
**From** : **ARIEL P. SANCHEZ**  
**Thru** : **Human Resources**  
**Subject** : **NOTICE OF INFRACTION**

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This is to inform you that the following incident has been brought to our attention. Kindly see below for the following offense/s you allegedly committed:

**ALLEDGE INFRACTION AND REMEDIAL ACTION PER OFFENSE**

Rules on Proper Conduct and Decorum || Section 12 Unscheduled Absence  
Documented Verbal Warning to Dismissal

Date violation committed: July 11,2022  
Place where violation committed: IPLOY Office – ACCT

**DETAILED DESCRIPTION OF THE INCIDENT** (briefly describe how the offense was allegedly committed):

Agent was absent last June 11,2022

In view of the evidence presented against you, you are hereby required to submit a written explanation within **five (5) calendar** days from the receipt of this notice on or before **(specific date)**. In the event that you are found guilty of the said charge(s), the Company may impose an appropriate penalty, including the termination of your employment.

Your refusal, neglect, or failure to comply with the instructions stated above within the required period shall be construed as a waiver of your right to **present your side and therefore management shall be constrained to resolve your case based on official records.**



**ARIEL P. SANCHEZ**

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**IMMEDIATE SUPERIOR**  
**(Signature Overprinted Name)**

Received by:



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**NOREEN SANCHEZ CARILLO**  
**EMPLOYEE**  
**(Signature Overprinted Name)**

07/29/22 11:30pm  
**Date/Time**

**Date** : 07/29/2022  
**To** : Noreen Sanchez Carillo  
**Position** : CSR  
**From** : ARIEL P. SANCHEZ  
**Thru** : Human Resources  
**Subject** : INCIDENT REPORT

This report must be immediately accomplished and forwarded to HR Office with all necessary documents no later than 24 hours after occurrence of incident.

**INSTRUCTIONS:** Use this form when reporting any of the following. Check the item referring to the type of incident being reported.

Rules on Proper Conduct and Decorum  
 Rules on Customer and Client Relations  
 Rules on Company Property, Facilities and Security  
 Rules on Productivity  
 Rules on Health and Safety  
 Others: \_\_\_\_\_

**DESCRIPTION OF INCIDENT:**

Date/Time: July 11,2022  
 Place: iPloy Office – ACCT

**SEQUENCE OF EVENTS:**

Agent was absent last June 11,2022

**WITNESS/ES:**

<b>Payroll Period</b>	2022-07-08 to 2022-07-23 id : 52	
<b>Employee ID</b>	3080	<b>Depart</b>
<b>Name</b>	Noreen Sanchez Carillo	<b>Section</b>
<b>Position</b>	PAP Resupply - OHH	

Date		No.Of Hours									
Jul	Day	Shift Time		Actual Time		Late	Over break	Undertime	REG	Hours Worked	ND
	IN	OUT	IN	OUT							
07-08	Fri	20:30	05:30	20:21	05:45				8	7.5	
07-09	Sat			--:--	--:--						
07-10	Sun			--:--	--:--						
07-11	Mon	20:30	05:30	--:--	--:--				absent		

SHIFT SCHEDULE	Employee ID number	Last Name	First Name	DEPARTMENT
8:30PM-5:30AM	3080	Carillo	Noreen	PAP Resupply

iPloy Incorporated  
11th Floor MSY Tower  
Pescadores Road Cebu Business Park,  
Cebu City 6000



TEAM LEADER	SMS/CALL/EMAIL	CALL IN FOR	REMARKS
Ariel Sanchez	SMS	Absent	Attending to sick daughter

A handwritten signature in black ink, appearing to read "Ariel P. Sanchez", with a long horizontal stroke extending to the right.

**ARIEL P. SANCHEZ**

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**(Signature Overprinted Name)**

**POSITION: TEAM LEADER**

## EMPLOYEE'S WRITTEN EXPLANATION FORM

**Date/Time:** 07/29/2022

**To (Immediate Superior):** Ariel Sanchez

**Position:** CSR

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I was taking care of my daughter who had a very high fever. We already went to the Dr. that day to have her checked, however her fever didn't subside. I have her lab result but I wasn't able to secure a medical certificate, since Dr.'s in the province didn't provide or issue any certificate even though I requested one.

A handwritten signature in black ink, appearing to be the initials "NS" or "Noreen Sanchez Carillo".

NOREEN SANCHEZ CARILLO  
(Employee's Signature Overprinted Name)