

**iPloy OPC**  
9<sup>th</sup> floor, Ayala Center Cebu Tower  
Bohol Avenue, Cebu Business Park  
Cebu City 6000



**Administrative Hearing Form**

**END OF PROBATIONARY CONTRACT NOTICE**

**November 7, 2022**

Mary Belle Dela Peña  
11 Sacred Heart Village, Punta Princesa, Cebu City- 6000

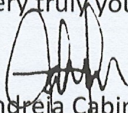
Dear Ms. **Dela Peña**,

Your probationary employment as a **Customer Service Representative** has been subject to evaluation from the date you were hired up to present. Thus, it is expected that continuing good work performance, attendance and work attitude are to be maintained. You were given expectation to adhere to the department's set standards of your job, as well as company policies and practices, which has been made known to you from the day you were hired.

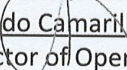
In view of this, we find that you were not able to meet the standards for you to become a regular employee of iPloy Inc. Thus, we regret to inform you that we are ending your probationary contract effective immediately.

Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

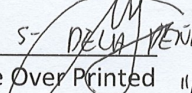
Very truly yours,

  
Andreia Cabinatan  
Human Resources

Noted by:

  
Alfredo Camarillo Jr.  
Director of Operations

Acknowledged by:

  
MARY BELLE S- DELA PEÑA  
Name Signature Over Printed 11/7/22

cc:Human Resources/file