

iPloy Incorporated
9th Ayala Center Cebu Tower
Cebu Business Park, Cebu City 4000



Date : August 9, 2022
To : Mary Belle Dela Peña
Position : Customer Service Representative
From : Human Resources
Thru : Operations Management
Subject : RETURN TO WORK ORDER

We have noticed that you have been absent from August 4, 2022 to present without providing any supporting documents to support the number of days that you have been absent despite being reminded through this number 09999230446.

Records show that your prolonged absences are unauthorized as does not meet the proper leaves application process. Likewise, upon review of your absence details, it appears that you have been incurring a number of unscheduled absences already, which are classified as infractions against our Company's Code of Conduct Policy.

Please be reminded that any Leave of Absence shall not be considered official unless a formal leave of absence request is submitted by the employee a minimum of 14 working days prior to the date of the desired time off. If the situation is an emergency that prevents a fourteen-day advance notice, the employee must submit applicable documentation to justify the lack of advance notice.


Based on the facts as stated above, it appears that you have violated the Company's Code of Conduct Policy under *Rules on Proper Conduct and Decorum* which states:


Section 12 – Unscheduled Absence/Absence without official leave for 3 consecutive days.

In this regard, if you have emergency documentation justifying the nature of your absence and, in particular, why you were unable to follow the proper leave procedures in this situation, you may elect to report to the HR office *within 5 calendar days upon receipt of this notice and submit a written explanation with the appropriate documentation*, as to why your employment should not be terminated for violating the above-mentioned provisions. Upon receipt of your written explanation and supporting emergency documentation, we may elect to schedule a meeting in which you are requested to attend in order to resolve the issue. Likewise, your failure to report back to work within the time prescribed shall constrain us to declare that you have abandoned your work.

Please be advised that your failure to initiate and follow the process outlined above within the timeframes specified shall indicate a waiver on your part to be heard, and the company will proceed with the necessary steps in the termination process, including opening your assigned locker for re-assignment.

Sincerely,


Andrea Gabinatan
Human Resource

Conforme: 
MARY BELLE DELA PEÑA

Noted by:


Rameilyn Castañares
HR Manager



Administrative Hearing Form

Case : _____ Date : 8/15/22
 Employee Involved : Mary Belle DeLa Peña Time : 8:45pm
 Program/ Department : _____ Venue : HR
 Immediate Superior : TL Melissa Ref. # : _____

Remarks/ Agreement:

- Employee confirms awareness of the company policy being violated, and its provisions and sanctions for violations against it
- Employee confirms that the signature on the notice issued and explanation letter are his/ hers;
- Employee confirmed previous infractions and was given appropriate sanctions and coaching sessions

Absent on Aug 1 - provided medical
 Absent on Aug 4 - due to fever but no medical
 She was able to get medical care on Aug 11 BUT on Aug 4, she only had an online consultation w/ her doctor as she was not feeling ok.
 she mentioned contacting her doctor via messenger
 It was noted on the Med Cert that Ms. DeLa Peña was examined on Aug 11. However, she admitted that she only visited the clinic on Aug 11 and asked her doctor if its okay to just not down the Aug 4-12 because the 1st doctor that she went was part of the Blocklink doctors/ clinic.
 The doctor agreed as she was asked to pay the medical fee for 370 including doctor's fee + prescription.
 Ms. DeLa Peña is fully aware that what she did is totally wrong & that she has to ensure that she will be mindful next time.

By signing this document, the signatories confirms that they have attended the administrative hearing and has reviewed and agrees to the content of this document.

Additional Attendees during conference:

Schedule for FEEDBACK Discussion:
 Date : _____
 Time : _____
 Venue : _____

Conforme: MARY BELLE DELA PEÑA
 Employee/Trainee Involved
 (Signature on top of Printed name)

 Immediate Supervisor
 (Signature on top of Printed name)

Minutes taken by: Ramelya Castañares
 Signature on top of printed name

Mary Belle DeLa Peña

8/15/22

Good Morning,

I am writing to apologize regarding my absence since I did not provide the medical certificate at the right time this is because on that day, I had ~~heavy~~^{high} fever, cough and runny nose (sinus). I promise or I will do my very best to stay fit, physically well so that I can focus on my work by not committing absent anymore. I'm very sorry for the absence I made. I promise to do my duties responsibly and always go to work as I promised, as I committed. My work is so important not just for me but for my family. I will stay in the company as long as I can because this is the big opportunity that come in to my life this year. Again I'm very sorry and I will now moving forward to face the challenges, struggles without making any absence in this company (iPlay). Thank you very much for the kind consideration.

MARY BELLE DELA PEÑA