

iPloy OPC

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



END OF PROBATIONARY CONTRACT NOTICE

November 23, 2022

Blessy Carcusia Duarte

Blk.7-A Gen. Gines St. Sawang Calero Cebu, City 6000

Dear **Ms. Duarte**,

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 OPC. 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,

Niegel Arganza

Human Resources

Noted by:

Alfredo Camarillo Jr.

Director of Operations

Acknowledged by:

BLESSY C. DUARTE

Name Signature Over Printed

cc:Human Resources/file

Blessy Duarte

Hired Date July 4, 2022

July - out of 20 WD → NO Absent
7/21 late 2 mins
7/28 Late: 34 mins.

August - out of 23 WD

Aug 24 - Absent
8/03 - 47 mins
8/21 - 12 mins
8/10 - 93 mins
8/30 - 26 mins

September - 21 WD

9/28 - Absent
9/21 - Absent
9/22 - 51 mins

October - 16 WD

10/4 - Absent
11/7 - Absent
11/9 - Absent
11/14 - Absent
11/17 - Absent

October - 21 WD

10/12 - Absent
10/19 - Absent
10/28 - Absent
10/4 - 1 min
10/10 - 37 mins
10/11 - 2.36 mins
10/13 - 3 mins
10/21 - 26 mins
10/25 - 2.57 mins

Administrative Hearing Form

Case : EOU
 Employee Involved : Blessy Duarte
 Program/ Department : Patient pay
 Immediate Superior : Kelroy Negre

Date : Nov 23, 2022
 Time : _____
 Venue : the ACCT
 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 are his/hers.
- Employee confirmed previous infractions and was given appropriate sanctions and coaching sessions.

- confirms that her 3rd month evaluation was discussed clearly by her TL

- She also confirmed that she was made aware from the very start

- It was discussed to Blessy all the absences and tardiness that she incurred from her employment date due to present.

- It was discussed to her, her current standing. For tardiness, her standing ~~is~~ is already written warning while her unexcused absence, it's already Final written warning.

- Blessy acknowledged her absences and tardiness being incurred for as per her it's due to her health issues, weather and there was an power outage and she's afraid to go out.

- Blessy also mentioned about having an issue with her eyes. Her TL advised her to seek help however she did not have herself checked yet. As per her, she should not be terminated for the incurred absences not because she doesn't want to go to work because of medical reasons.

- It was explain to Blessy that probationary is the best time to make an impression not only to her TL but also to our client especially we are sending attendance report on a daily basis & that we have client expectations to meet.

- Based on Blessy's performance and attendance, it shows no improvement despite all the coaching sessions & write ups (DAR) given to her.

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:
Negre, Kelroy

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

Conforme: Blessy C. Duarte
 Employee / Trainee Involved

Immediate Supervisor

Minutes taken by: Nigel Morganza
 Signature on top of printed name

Employee	Alleged Infraction	Remedial Action	Date Violation Committed	SANCTION
Blessy Carcusia Duarte	Tardiness	Documented Verbal Warning to Dismissal	August 3, 8, 10 and 30, 2022	Documented Verbal Warning
Blessy Carcusia Duarte	Unscheduled Absence	Documented Verbal Warning to Dismissal	August 4, 2022	Documented Verbal Warning
Blessy Carcusia Duarte	Unscheduled Absence	Documented Verbal Warning to Dismissal	September 28, 2022	Written Warning
Blessy Carcusia Duarte	Unscheduled Absence	Documented Verbal Warning to Dismissal	October 19, 2022	Final Written Warning
Blessy Carcusia Duarte	Tardiness	Documented Verbal Warning to Dismissal	October 4, 10, 11, 13, 17, 21, 25, 2022	Written Warning

EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Bea Duarte	Date Accomplished: November 1, 2022
Employee Number: 3173	Role: CSR - Patient Pay
Employment Status: Probationary	Supervisor: Kelsey Negre
Evaluation Period: 3 rd Month Evaluation	Manager: Angelo Manal

Instructions to Supervisor: Supervisors should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

1 = Unacceptable; 2 = Needs Improvement; 3 = Satisfactory

Attribute	Score
QUANTITY OF WORK The extent to which the employee accomplishes assigned work of a specified quality within a specified time period	3
QUALITY OF WORK The extent to which the employee's work is well executed, thorough, effective, accurate	2
KNOWLEDGE OF JOB The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position	3
RELATIONS WITH SUPERVISOR The manner in which the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same	2
COOPERATION WITH OTHERS The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates supervisors, and customers	2
ATTENDANCE AND RELIABILITY The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent	1
INITIATIVE AND CREATIVITY The extent to which the employee is self-directed, resourceful and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances	3

TO BE COMPLETED ONLY AT LAST EVALUATION BEFORE END OF EVALUATION PERIOD:

For 3rd Month Evaluation

- Satisfactory performance **has been** demonstrated throughout the evaluation period.
- Satisfactory performance **has not been** demonstrated throughout the evaluation period.

For 5th Month Evaluation

- I recommend this probationary employee become permanent and continuous.
- I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms

For Annual Evaluation

- Satisfactory performance **has been** demonstrated throughout the evaluation period.
- Satisfactory performance **has not been** demonstrated throughout the evaluation period.


KELSEY NEGRE

November 2, 2022

Supervisor Signature

Date


ANGELO MANAL

11/17/22

Operations Manager

Date