



Date : **September 21, 2022**
To : **Christopher Jabalde**
Position : **Customer Service Representative**
From : **Human Resources**
Thru : **Operations Management**
Subject : **RETURN TO WORK ORDER**

We have noticed that you have been absent from **September 16, 2022** to present without providing any supporting documents to support the number of days that you have been absent despite being reminded through this contact number **09389412299**.

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

Noted by:


Ramelyn Castañares
HR Manager



September 29, 2022

Ma. Christopher Jabalde

CSR

Sitio Trinidad Punta Princesa Cebu City

Dear Ms. / Mr. Jabalde,

This refers to our first notification of termination dated **September 21, 2022** regarding your prolonged unauthorized absences since **September 16, 2022**. Our records reveal that you failed to report for work and was absent for a long period of time from **September 16, 2022 to September 28, 2022** without official leave of absence including the submission of the necessary documents to support your absences.

Despite our notification, you failed to initiate the written appeal process within the allotted timeframe given, thus waiving your rights to be heard.

In this connection, your Unscheduled Absences constitute violations which merit termination, in accordance with the Company's Code of Conduct and Discipline Policy. Upon review of your absence's details and discussion on the matter, it is our view that your prolonged absences without leave are unjustified and a clear neglect of your duty in the Company.

Based on the foregoing, your employment with iPloy OPC. is being terminated effective **September 29, 2022**.

Please coordinate with HR for retrieval of any personal belongings stored in your assigned locker and for formal clearance on or before **October 6, 2022** and for proper turnover of all accountabilities (IDs, HMO Card, and computer set, etc) issued to you by the company. If after the mentioned date, you still have not done so, you are waiving your right to return the said accountabilities and the Company shall process the clearance and deduct any liability and/or any outstanding company properties assigned to your possession.

Furthermore, please be informed that we shall be disposing all unclaimed personal belongings on **October 13, 2022**.

Should you have other concerns, you may reach the Human Resources Department at 09177097074 or send us an email through hr@iploy.com.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Andrea Cabinatan".

Andrea Cabinatan

Employee Relations Specialist

Noted by:

A handwritten signature in black ink, appearing to read "Rameyn Castañares".
Rameyn Castañares

HR Manager