

iPloy OPC

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



END OF PROBATIONARY CONTRACT NOTICE

October 28, 2022

Earl Hadrian Salazar Panal

43 G T. Padilla St., Cebu City 6000

Dear **Mr. Panal**,

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.

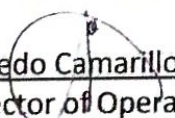
In view of this, we find that you were not able to meet the standards for you to become a regular employee of iPloy OPC. Thus, we regret to inform you that we are ending your probationary contract effective immediately.

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

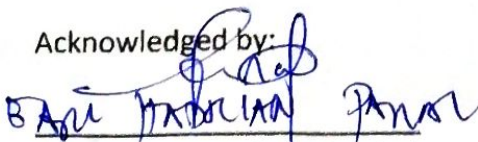
Very truly yours,


Niegel Arganza
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director of Operations

Acknowledged by:


Earl Hadrian Salazar Panal
Name Signature Over Printed

Administrative Hearing Form / conference

Case : NCNC / EOC Notice
Employee Involved : Earl Hadrian Salazar Panal
Program/ Department : PAP - compliance
Immediate Superior : Ellaine Grino

Date : Oct. 29, 2020
Time : 6:25 AM
Venue : HR 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.

- Earl doesn't have any idea as to why his attention is being called.
- It was discussed to him the reason he is being called and it was explained to him the infraction being committed.
- According to him, the reason why he was not able to call in because his phone got broken and he needs to take care of his son for he is a solo parent.

- Earl also confirms about the infraction being committed.

- Earl accepted the decision for as per him he can no longer do anything after we are informing him that we are ending his employment due to his No Call No Show for 2 instance.

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:

EARL HADRIAN PANAL

Employee / Trainee Involved

Immediate Supervisor

Minutes taken by:

Miguel Arganza
Signature on top of printed name