


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



January 24, 2023 shift 

**James Roa Pabriga**

Trainee

Washington street Cansojong Talisay Cebu City, 6045

Dear Ms. Pabriga,

Your probationary employment as a **Trainee** 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 us to let you continue your probationary employment with 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,

  
**Nereel Arganza**

Employee Relations Supervisor

Noted by:

  
**Alfredo Camarillo Jr.**

Director of Operations

Acknowledged by 

James R. Pabriga

Name Signature Over Printed

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1271 8794 5670

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MTN : 15099120251520999  
Serial No : SGH523TH6R  
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SHIPPER:

**IPL0Y, OPC**

Address: 9/F AYALA CENTER CEBU TOWER, BOHOL  
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Card Number: TIN: Bus. Style:  
Email :

CONSIGNEE:

And or/ care of: /

**PABRIGA, JAMES ROA**

Address: WASHINGTON ST CANSOJONG  
CANSOJONG  
TALISAY, CEBU  
Contact No.(s): 9565014846

**Courier N-Pouch Regular**

Origin : VIS-CBE01-METRO AYALA  
Tran. Date : 01/19/2023 01:52:25 PM  
Delivery Date : 01/21/2023 - 01/23/2023  
Area Dest. : Visayas  
Tran. Type : Delivery  
Cut-Off : 03:15 PM  
Actual Wt (Kg.) : 0.00

VATable(Freight) : 75.89  
Supplies Fee : (0.00)  
VAT-Exempt : 0.00  
VAT Zero-Rated : 0.00  
10AM Pickup Fee : 0.00  
Total Sales : 75.89  
12% VAT : 9.11  
Amount Due : 85.00  
Discount : 0.00  
Mode : CASH

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**January 19, 2023**

**James Roa Pabriga**  
**CSR**

This letter is in response to your absence wherein you were No Call No Show (NCNS) since **January 16, 17 and 18, 2023** and you failed to inform your immediate supervisor and/or call or leave a message at the attendance hotline to inform the company of your intended absence at least 2 hours before the start time of your scheduled shift.


Based on the facts stated above, it appears that you have violated the Company Policy which states:


**“All NCNS incurred by Employees/Trainees shall be considered as non-compliance to the Policy. **Three (3) consecutive instances of No Call No Show (NCNS) will result in termination of employment/training unless the Employee/Trainee has a verifiable emergency that prevented the Employee/Trainee from following leave procedures as outlined in this policy.**”**

In this regard, you are directed to report to work immediately. Likewise, to address the alleged attendance violation(s), you may elect to report to the HR office and submit a written explanation with the emergency documentation justifying the nature of your absence and, in particular, why you were unable to follow the proper leave procedures in this situation and as to why your employment agreement should not be terminated for violating the above-mentioned provision, within 5 business days upon receipt of this notice. 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.

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. Should you have other concerns, you may reach the Human Resources Department at **09177097074** or send us an email through [hr@iploy.com](mailto:hr@iploy.com).

Sincerely yours,

  
Andreja Cabinatan  
Employee Relations Specialist

  
James Roa Pabriga 01/24/23

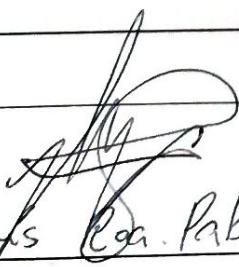
Noted by:

  
Rameyn Castañares  
HR Manager

### EMPLOYEE'S WRITTEN EXPLANATION FORM

Date/Time: 10:30 01/24/23  
To (Immediate Superior/Team Lead): TL LACEY  
Position/Department: Initial authorization

This is in response to The alarming numbers of absences that I had recently, during the incident I had lost my phone which explains how I was not able to respond to any calls and messages that ~~was~~ was sent on that device, as for the return to work order that was sent to me via email, that specific account was not linked to my laptop and whenever I try to login it would ask for a phone verification which I could not provide because I dont have my phone anymore. I had to open the account in another way which took me 2 days to do because I had to wait for a verification link after I proved that it was my account. After I saw the RTWO I replied to it right away and waited for a response.



James E. Fabriga

(Employee's signature over printed name)

<b>Employee</b>	<b>Team Leader</b>	<b>Alleged Infraction</b>	<b>Remedial Action</b>	<b>Date Violation Committed</b>	<b>SANCTION</b>
James Roa Pabriga	Hezzell Faith Selgas	Rules on Proper Conduct and Decorum Written Warning to Dismissal Section 22 - Insubordination	Written Warning to Dismissal	November 16, 2022	Written Warning
James Roa Pabriga	Hezzell Faith Selgas	Rules on Proper Conduct and Decorum Documented Verbal Warning to Dismissal Section 10 Tardiness	Documented Verbal Warning to Dismissal	November 16, 2022	Documented Verbal Warning
James Roa Pabriga	Lovella May Sarda Dequillo	Rules on Proper Conduct and Decorum Written Warning to Dismissal Section 14- No Call No Show	Written Warning to Dismissal	December 21, 22 and 23, 2022	Written Warning
James Roa Pabriga	Lovella May Sarda Dequillo	Rules on Proper Conduct and Decorum Documented Verbal Warning to Dismissal Section 10 Tardiness	Documented Verbal Warning to Dismissal	December 5 and 27, 2022	Written Warning

## Administrative Hearing Form

**Case** : RTWO - Prolonged Absence (NCR) **Date** : January 24, 2020  
**Employee Involved** : James Ron Fabriga **Time** : 10:17 PM  
**Program/ Department** : Authorization **Venue** : HR ACCT  
**Immediate Superior** : Lovella May Dequillo **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.

- Confirmed awareness <sup>why</sup> he's having an HR talk. As per him, it's all about his prolonged absence without calling-in.

- Confirmed awareness how important it is for him to call-in.

- It was shown to him as well the memorandum for calling-in which he signed during his onboarding which clearly states he can call-in through call / HR.

- It was confirmed by her TL (Lacey) that he notified her about her situation and that he was advised by her TL to call-in but still failed to do so.

- James called using 0948 032 58 90 (a friend's number). James mentioned that they're living one barangay away but during the incident, he was with his friend <sup>for</sup> that's why he knew what happened.

- James mentioned ~~he~~ called multiple times using his friend's phone number but no one's answering. It was explained to him that we are (EK team) is not on duty 24/7 and James was asked as to why he didn't bother to leave a message instead, as per him he thought it's <sup>important</sup> only for call-in.

- James was asked if he hasn't tried calling-in with all his absence, he mentioned that he only called-in through phone call, no text using his phone # 0956 5014646.

- James also mentioned that his phone was lost that's why he has no way of notifying us but also mentioned that he has a laptop.

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:

James Ron Fabriga  
Employee / Trainee Involved

\_\_\_\_\_  
Immediate Supervisor

Minutes taken by:

Migel Arganiza  
Signature on top of printed name

Hired Date: Nov. 2, 2022


- Nov 24, 2022
  - Dec 1, 2022
  - Dec 16, 2022
  - Dec 21, 2022
  - Dec 22, 2022
  - Dec 23, 2022
  - Jan 11, 2023
  - Jan 16 - 23, 2023
- 13 Absences

- He tried accessing his email January 20, 2023 which is 5 days after he was out of office.

- He was asked if he had thought about having the urgency to notify HR or having the thought of understanding the need to call in. He said yes but he mentioned about the location as to where he is residing ~~and that~~ but confirmed that when he applied for employ he ~~was~~ already aware about the location.

- PTwo for PCPV <sup>renton</sup> Jan 19, 2023 at 6:46 AM to his personal email address jamespabriga@gmail.com but no reply was received.

- He sent us a message yesterday Jan 23, 2023, in a separate email using the email address as to where the PTwo was sent.
- It was discussed to James Pabriga about his <sup>invoiced</sup> absence, for more than 2 months of ~~being~~ his probationary period he already incurred 13 unscheduled absences.
- It was made clear to James that probationary period is the best time to make an impression not only to his <sup>supervisor</sup> but also to their <sup>entire</sup> supervisor.
- He was asked as to what could be the impression of our client based on his ~~attendance~~ and as per him it will leave a bad impression.
- It was explained to James that ~~his~~ his absences will give the client the impression to question his commitment and reliability which he understood.
- It was confirmed by him also the importance of providing supporting documents whenever we will be out of office as per him, it would be our way to prove that what he is telling is all true.
- It was confirmed by him also that he already violated other company policies which was read <sup>shown</sup> to him and attached to this minutes for reference.
- James was no call no show since January 16, 2023. He only sent us a message January 23, 2023, 7 days after from his 1st day of absence.



James Pabriga

**From:** James Pabriga <[jamespabrigar@gmail.com](mailto:jamespabrigar@gmail.com)>

**Sent:** Monday, January 23, 2023 4:47 PM

**To:** [Er@iploy.com](mailto:Er@iploy.com)

**Subject:**

Hi, my name is James Pabriga, I work for Iploy under the initial authorization department . Last January 16 I was involved in a bad motorcycle accident and I got severe injuries including multiple bruises and wounds everywhere on my elbows and toes and also had difficulty walking on the first 3 days. on January 16th, the day I had my accident, I called the HR hotline to inform them about the incident on my friend's phone but unfortunately no one picked up after 5 to 10 calls.

I am currently living alone and I haven't had access to a cell phone for a week, the only gadget I had was a laptop which I used to inform my TL about the incident.

I should have emailed Er@iploy on that day but I did not know that, I completely thought the only option I could do to inform the HR is to call the hotline on a mobile phone which I did not have access to. I live in Vista Grande subdivision, a remote subdivision located in Bulacao in which a vehicle is needed to get up and down the gate which explains why I haven't borrowed and used a phone the following days.

With that being said, I would like to ask if I can work for today's shift? And I also would like to ask for advice about something.

Unfortunately I was not hospitalized during the incident, I was just treated at home, what kind of supporting documents can I provide to prove that the accident happened?

Thank you so much and I hope I get a response soon.

Thanks for taking the time to read and have a wonderful day!

**From:** James Pabriga <jamespabrigar@gmail.com>  
**Sent:** Tuesday, January 24, 2023 3:26 PM  
**To:** niegel@iploy.com  
**Subject:** Re: PROLONGED ABSENCES

Hi, I would like to clarify all of these.

1. The number that I used for calling that afternoon was 09480325840. I can't remember the exact time I called but I was sure it was already past 3:00 PM and I used the number that I found at the back of my ID.
2. As I mentioned earlier, I made the call in the afternoon past 3:00 PM .
3. I actually thought the number was only made for calls so I didn't bother leaving any messages.
4. I only was able to inform my TL after the incident because she was the only person in the highest position that I could contact with a laptop.
5. unfortunately I never thought of sending an email, it never came through my mind and that was an obvious mistake that I made.
6. I lost my phone in the accident, I lost consciousness when my head hit the ground and my wallet and phone was probably stolen because I could not find it when I woke up, luckily I was wearing a helmet. For that reason I could not reply to any messages sent to me on the following days on that number because I do not have that phone anymore which is exactly why I used another mobile number to call the HR hotline.
7. yes, I am living alone because my mother has already been away from cebu a couple months now , and I also mentioned that I was treated home, Yes I was on the first day where my friends escorted me back home and gave me medical treatments within the day, unfortunately they had classes the day after so they eventually had to leave me the next day. I was capable of walking and was not totally handicapped, I just had a lot of wounds that prevented me from moving because of the pain. but now I am perfectly fine and back to normal, I just have a few healing wounds but that does not prevent me from working and doing the same performance I did before I had the accident

In addition, I had visited 2 clinics and they said they would *only* provide medical certificates to employees who were away from work for a minimum of 2 days only, I would like to ask for advice on what I could do in this situation because unfortunately I was not hospitalized during the incident.

On Tue, 24 Jan 2023 at 07:14, <[niegel@iploy.com](mailto:niegel@iploy.com)> wrote:

Hi James,

We're very sorry to hear about the accident that happened to you. We hope you're okay. Please understand that your health and safety is our top priority. This is the reason why it is important for us to have ourselves checked by a medical expert especially if our reason for being out of office was due to health issues. With your reason, the more it is necessary for you to have yourself checked. Please know that we will be needing your medical certificate/police report to justify your prolonged absences. In addition to that, we will be needing your Fit to Work to support that you are already fit to go back to work and perform your duties.

At the same time, we would like to clarify the following:

1. We'd like to know your friend's phone number for us to check if there were call attempts made especially that you have mentioned that no one picked up after 5 to 10 calls.

2. What time the calls were made?
3. We'd like to know as to why no message was left instead if no one answered the call. Due to that, you were No Call No Show for a week.
4. We'd like to know as to why you did not at least reach out to your immediate supervisor for her to be aware and update our client regarding your situation.
5. You mentioned that the only gadget you have was your laptop, may we know why you were not able to send an email informing about what happened to you especially you have been out of office since January 16, 2023?
6. You mentioned that you did not know that you can send your call in to [er@iploy.com](mailto:er@iploy.com) however, we have been reaching out to you through your phone number 09565014646 but we have not heard back from you. Moreover, a Return to Work Order Notice was sent to you on January 19, 2023, Thursday at 6:46AM but still, no call-in nor reply was received.
7. You mentioned that you are living alone but also mentioned that you were treated at home, we'd like to know as to who assisted you in treating yourself.

Your clarification is greatly appreciated.

Keep safe and Thank you! 😊

***Niegel Arganza***

Employee Relations Supervisor | **iPloy OPC**

[niegel@iploy.com](mailto:niegel@iploy.com) | 09177097074

For inquiries, please do not hesitate to contact us with the following email:

- Employee Relations Team – [er@iploy.com](mailto:er@iploy.com)
- Front Desk Personnel – [frontdesk@iploy.com](mailto:frontdesk@iploy.com)
- Shuttle Team – [shuttle@iploy.com](mailto:shuttle@iploy.com)
- Recruitment Team – [recruitment@iploy.com](mailto:recruitment@iploy.com)
- Onboarding/Training Team – [onboarding@iploy.com](mailto:onboarding@iploy.com)
- General Concerns – [hr@iploy.com](mailto:hr@iploy.com)