

iPloy OPC  
9th Ayala Center Cebu Tower  
Cebu Business Park, Cebu City 6000



December 21, 2023

Mico Anton Jugarap  
Stop/Held Patient Contact  
A.S. Fortuna Street, Banilad, Mandaue City, Cebu

Dear Mr. Jugarap,

This is regarding the Notice to Explain issued to you last October 18, 2023, for an alleged violation of the company's **Code of Conduct and Discipline**.


Upon evaluation of the facts and the investigation made with all the available evidences submitted for this case, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** under **Rule I, Section 10 specifically on Tardiness**.

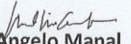
Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC effective immediately. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

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

Sincerely yours,

Noted by:

  
**Ramelyn C. Castanares**  
HR Manager

  
**Angelo Manal**  
Operations Manager

Conforme:

Date signed:

  
Name and Signature of the Employee

18/23/2023