

iPloy OPC
9- floor, Ayala Center Cebu Tower
Bohol St. Cebu Business Park,
Cebu City 6000



April 29, 2023

Nicole Christella Mahusay Maglasang
527-B Tormis Street brgy. Sambag 1, Cebu City

Dear Ms. Maglasang,

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 us to let you continue your probationary employment with 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,

Nigel Arganza
Employee Relations Supervisor

Noted by:

Alfredo Camarillo Jr.
Director of Operations

Acknowledged by:

04/28/23
NICOLE CHRISTELLA M. MAGLASANG
Name Signature Over Printed

DATE	NAME	REMARKS
January 31, 2023	Nicole Christella Maglasang	Unbearable Pain from UTI
March 28, 2023	Nicole Christella Maglasang	High fever and body fatigue
March 29, 2023	Nicole Christella Maglasang	Advised to rest; fever but at a low temperature
March 30, 2023	Nicole Christella Maglasang	Was able to secure fit to work but fever came back and body aches are present will visit the doctor again tomorrow.
March 31, 2023	Nicole Christella Maglasang	Was not able to secure fit to work . Fever is done but body aches and/or fatigue still present will try to visit the doctor again tomorrow.
April 3, 2023	Nicole Christella Maglasang	Fever subsided but rashes on palm and hands are present. Body fatigue/lethargy is still present. Had it checked by a doctor today, doctor said it is caused by viral exanthem and advised to rest for 3-5 days because it is contagious
April 4, 2023	Nicole Christella Maglasang	Fever subsided but rashes on palm and hands are still present and itchiness of rash is still prominent. Body fatigue/lethargy has also subsided
April 5, 2023	Nicole Christella Maglasang	Advised to rest
April 6, 2023	Nicole Christella Maglasang	Advised to rest
April 7, 2023	Nicole Christella Maglasang	Advised to rest
April 10, 2023	Nicole Christella Maglasang	Abdominal cramps, diarrhea and headache due to dysmenorrhea caused by first day of menstruation
April 14, 2023	Nicole Christella Maglasang	14 Minutes

Administrative Hearing Form

Case : Discuss Eval & Attendance Issues (EOT) Date : April 29, 2023
Employee Involved : Nicole Christella Maglarang Time : 5:30 AM
Program/ Department : Authorization Venue : HR ACC
Immediate Superior : Karen Lubay 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.

- Hired Date January 29, 2023
- Do you have an idea why your attention was called? No
- It was explained to Nicole the reason why she was invited for a talk.
-
- quantity of work → it was explained to her that it's about the given task given to them on a daily basis and additionally that the inventory tracker. She was given 2 due to her back logs.
- Quality of Work → below 95% is equivalent to 1, 96-97% it's 2 and 98% is equivalent to 3. She was given 2.
- Knowledge - N/A since no recruitment was taken.
- Relationship with supervisor - she was given 2 due to her unprofessional behavior and infractions being committed. Stepping, insubordination, bringing food inside the production floor despite knowing it's not allowed
- Relationship with others
- Capacity to Develop
- productivity → It was clearly explained to TL why she was given ~~it~~ it was explained by TL per month.
- Attendance & Reliability - she was given 1 for she incurred more than 10.

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:

04/29/23
NICOLE CHRISTELLA M. MAGLARANG
Employee / Trainee Involved

KAREN LUBAY
Immediate Supervisor

Minutes taken by:

Nigel Arganza
Signature on-top of printed name

- Nicole also acknowledged that it was explained to her during the training how important the attendance is.
 - It was explained to her that during probationary, it is the best time for us to make an impression especially we send attendance report on a daily basis to our clients.
 - Exhibiting attendance ~~is~~ showing attendance issues is already a red flag and client would question our commitment and reliability.
 - Nicole acknowledged all the infractions, call outs from SO especially her absences.
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NICOLE CHRISTINA MAGUIBANIG


NICOLE CHRISTINA MAGUIBANIG


KAREN KATE WEAH

EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Nicole Christella Maglasang	Date Accomplished: 04-10-2023
Employee Number: 3665	Role: CSR – South Authorization
Employment Status: Probationary	Supervisor: Karen Lubay
Evaluation Period: January 23, 2023 – April 10, 2023	Manager of Operations: Niño 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	2
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	N/A
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	3
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 6th 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.

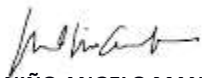
For Annual Evaluation

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



 KAREN KATE LUBAY
 Supervisor

_____ 04-10-2023 _____
 Date



 NIÑO ANGELO MANAL
 Manager of Operations

_____ 4/26/23 _____
 Date

Reliability:

Month	Total Actual Time	Total Expected Time	Reliability
Jan-23	2880	2880	100.00%
Feb-23	9120	9600	95.00%
Mar-23	9120	10560	86.36%
Apr-23	0	2400	0.00%
Overall Reliability			83.02%
Scorecard			1

Productivity:

Month	Total Actual Prod	Total Expected Prod	Productivity
Jan-23	NA	NA	
Feb-23	44	40	110.00%
Mar-23	573	550	104.18%
Apr-23	0	0	
Overall Productivity			104.58%
Scorecard			3

Quantity of Work:

February 2023

Noreen Maglasang	176	176	100.00%
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March 2023

Noreen Maglasang	654	561	85.78%
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Quality of Work:

Name	February 2023		March 2023	
	Number of Audits	Score	Number of Audits	Score
Noreen Maglasang	8	87.5	42	97.5