

June 17, 2023

Kathrena Maloloy-on Pilleren

Trainee

0203/0070 Purok Alisto Nonoc Kalubihan Tabunoc Talisay City, Cebu 6045

Dear Ms. Pilleren,

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 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.

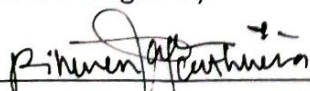
Very truly yours,


Nigel Arganza
Employee Relations Supervisor

Noted by:


Alfredo Camarillo Jr.
Director of Operations

Acknowledged by:


Name Signature Over Printed

Date : **June 13, 2023**
To : **Kathrena Maloloy-on Pilleren**
Position : **Customer Service Representative**
From : **Human Resources**
Thru : **Operations Management**
Subject : **RETURN TO WORK ORDER**

We have noticed that you have been absent from **June 8, 2023** 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 **09618501670**.

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:

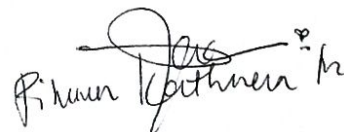
Section 12 – Unscheduled Absence/Absence without official leave for 3 consecutive days.

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,


Larra Benigra
Human Resource



Noted by:


Rameilyn Castañares
HR Manager