

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



July 16, 2024

**Ma. Melba Agot**  
PCS Documentation  
*Beside Grace Espina Garden, in Lupa Sapangdaku, Cebu City*

Dear Ms. Agot,

This is regarding the Notice to Explain issued to you last June 5, 2024 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** to wit:


***Rule I, Section 27 – Sleeping on the job during working hours***


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:

  
**Rameilyn C. Castanares**  
HR Manager

  
**Angelo Manal**  
Operations Manager

Conforme:

Date signed:

  
Ma. Melba Agot  
Name and Signature of the Employee

7/16/2024