



January 11, 2024

**Ms. Sianemie S. Paragas**

Trainee

Banawa, Cebu City

Dear **Ms. Paragas**,

Your training 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 the 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 minimum standards for you to become an employee of iPloy, POC. Thus, we regret to inform you that we are ending your training effective immediately.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Ramelyn Castañares", written over the word "Sincerely,".

**Ramelyn Castañares**

HR Manager

Conforme:

A handwritten signature in black ink, appearing to read "Sianemie S. Paragas", written over the printed name.  
SIANEMIE S. PARAGAS

Complete Name and Signature

01-11-2024

Date Signed

## Administrative Hearing Form

Case : Providing Misleading Information Date : January 11, 2024  
Employee Involved : Sianemie Salecale Pangas Time : 5:21 AM  
Program/ Department : Authorization Venue : HR Conference  
Immediate Superior : Alexis Apurado 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.

- Miss Muzo informed the employee that the current discussion is a feedback session of the admin hearing conducted earlier.  
- Employee was informed that management has decided to end her employment, most especially taking into consideration the misleading information she provided during the initial interview.  
- Employee does not have any violent reaction of the decision she conceded with the decision.  
- Employee was given assurance that the decision will be treated with utmost confidentiality.  
- Employee Miss Muzo encourages the employee to not repeat the same misleading action to prevent recurrence of the situation of her future employment - to which she conceded again.

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:

Nigel Organza \_\_\_\_\_  
\_\_\_\_\_

Schedule for FEEDBACK Discussion:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Venue: \_\_\_\_\_

Conforme:

Sianemie Salecale Pangas  
Employee / Trainee Involved

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

Minutes taken by:

Liza Mae Obispo  
Signature on top of printed name

### Human Resources – NOTICE TO EXPLAIN FORM

Employee Name:	Sianemie Paragas	Date:	January 10, 2024
Employee Status:	Trainee	Immediate Superior:	Alex Apurado (Senior Team Lead)

**Facts:**

We received an email from your Senior Team Lead, Alex Apurado, stating that during his one-on-one session with you, you mentioned that you are currently on your 3<sup>rd</sup> year in CNU and about to start your 2<sup>nd</sup> semester by next week with 22 units enrolled. Further, he added that you will be a 4<sup>th</sup> year student next year with practicum units that will require you to be in the field the entire day. Upon reviewing the interview notes with the initial interviewer and final interviewer, it was noted that you were firm in informing the interviewers that you have no plans to pursue your studies anytime soon since you want to work and help your mother in providing for the family.


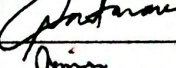
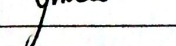
Based on this information, it is clear that you have misled us during the interviews. This is a clear violation of the Company's core values where intentional or purposeful submission of materially false or misleading information, including but not limited to the trainee's application for employment or any other documents submitted to the company during training is prohibited and should not be condoned. This behavior is against the Company's fundamental principles and should not be tolerated.

**Objectives:**

All Trainees and Employees are expected to perform their duties both in accordance with the company policies and practices and in a professional manner by building positive working relationships with clients, customers and co-workers; by communicating in a respectful manner; by creating a safe and secure work environment that protects the integrity and confidentiality of property, products, processes and information; by holding themselves accountable for demonstrating the utmost in professional behavior and by delivering the task in a timely manner being set forth by the client, immediate supervisor/s and the company.

**Understanding:**

1. The opportunity to explain in writing as to why we should not be ending your training for the alleged violation of the policy being mentioned above is hereby given. You understand that you have to accomplish and submit the attached Explanation Form to the HR upon the receipt of the Notice to Explain Memo. Should you have any other document/s to support your stand, kindly attach it and submit together with the Notice to Explain Form.
2. Lastly, you acknowledge and understand that failure to comply with the above shall mean waiver on your part to be heard and appropriate disciplinary action may be taken by the Company including possible termination.

	NAME	SIGNATURE	DATE
Prepared by:	Niegel Arganza, ER Supervisor		1 / 10 / 2024
Noted by:	Ramelyn C. Castañares, HR Manager		1 / 10 / 2024
Received by:	Sianemie Paragas, Trainee		1 / 10 / 2024

### EMPLOYEE'S WRITTEN EXPLANATION FORM

Date/Time: 01/10/2024


To (Immediate Superior/Team Lead):

Position/Department:

CR / AUTHORIZATION

This is in response to information I have provided with regards to my studies or education. Providing the false information during my initial interview is a mistake that I understand that should not be tolerated by the company. With regards to my end of why such action was done, this is because of <sup>the</sup> idea I have that you may not accept my application. With that thought and idea, as a student or as a person that just want to look for a job that can support my needs and the needs of my family, financially, I have done such action. And honestly speaking, as per hearing the information and facts about this company from the operation manager, I really have urge in myself to do my job here in May with the last of I can, to stay longer. I know the misleading information I have provided have give the company ~~the~~ thought that I may not stay longer ~~but~~ and I am fully aware of my action and I understand that it's maybe difficult in the part of the company to believe it but I would <sup>like to</sup> really stay and work longer in this company. If that would happen, I can assure you that I'll do my responsibility as an employee here and separating my responsibility as a student away from my work.

I am still hoping for your kind consideration with regards to this matter.

  
SIAMEE CALDEZA PARAGAS  
(Employee's signature over printed name)

### Administrative Hearing Form

Case : Not being truthful/Providing Misleading Information Date : January 10, 2024  
Employee Involved : Sianeme Salesale Paragas Time : 11:30 PM  
Program/ Department : Authentication Venue : HR Conference - ACCT  
Immediate Superior : Alex Apurado 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.

- At the end of the discussion, Miss Paragas was informed of the what the discussion is all about - to tackle about her current discussion with Mr Alex Apurado.

- The information stipulated in the NTE was read by Miss Siegel to inform Miss Paragas, with the information as follows:

- During the discussion between ST Alex and Miss Paragas, it was brought to the former's attention (ST) that the latter Miss Paragas (Employee) is currently enrolled in CHU with 22 units.
  - The discussion contradicts the information provided by Miss Paragas during her job interview in which she declared to the interviewer that she does not have any plans to enroll and continue her studies for she will be devoting her time to work.
  - The information is considered to be misleading and is not in accordance with the company's policy and core values as there is an intent to mislead the employer with the information as vital as it is.
- Miss Paragas was given the opportunity to explain her defense to information stipulated in the NTE.

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:  
Rigoberto Argente \_\_\_\_\_

Schedule for FEEDBACK Discussion:  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Venue: \_\_\_\_\_

Conforme: Sianeme Salesale Paragas  
Employee / Trainee Involved

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

Minutes taken by: Lika Marie Ordines  
Signature on top of printed name

## Administrative Hearing Form

Case : Not being truthful / providing misleading information Date : January 10, 2024  
Employee Involved : Stanime Paragas Time : 11:30 PM  
Program/ Department : Authorization Venue : HR ACC  
Immediate Superior : Alex Apurado 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.

- NTE was served to Mr. paragas and the information specified in the NTE was read including the possible remedial action / outcome.
- NTE was served to Mr. paragas due to providing or misleading information during the recruitment process informing the initial of the final interviewers that she has no plans in pursuing her studies yet as her main concern is to help her mom.
- The contradicting information was found out during her one-on-one talk with her Senior Team Leader - Alex Apurado as to where or what department she was endorsed to.
- Mr. paragas acknowledged that she fully understood all the information stipulated in the NTE form.
- She was also informed that by signing the said form, she acknowledged that she fully understand what was written in the document and she nodded her head confirming yes.
- Mr. paragas was given the opportunity to explain her side regarding the alleged violation she committed which is not being truthful during the recruitment process.

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:

LYKA MAS OBANDO  
\_\_\_\_\_  
\_\_\_\_\_

Schedule for FEEDBACK Discussion:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Venue: \_\_\_\_\_

Conforme:

Stanime Paragas  
Employee / Trainee Involved

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

Minutes taken by:

Nreged Argonza  
Signature on top of printed name

## Administrative Hearing Form

**Case** : Not being truthful / providing misleading information      **Date** : January 10, 2024  
**Employee Involved** : Sianome Salete Paragas      **Time** : 12:30 PM  
**Program/ Department** : Authorization      **Venue** : HR Conference - ACCT  
**Immediate Superior** : Alex Apurado      **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.

• Miss Paragas read her written explanation with the information as follows:

- During the recruitment process, she does not disclose her plan to go back and continue her study as she still is afraid that the company will not hire her.

- She acknowledge the fact that giving such false information is misleading and is an erroneous action

- Despite what happened, she is still eager to continue her work and hoping for the management's kind understanding.

It was explained to Miss Paragas that is very important to provide factual information as it embodies the character of the employee

> By providing factual information, Miss Paragas could have been given / assigned to the appropriate department suitable in her current situation

- It was mentioned to Miss Paragas that the management does not discredit her eagerness to balance both work and her study.

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:

Lyka Mzanta \_\_\_\_\_  
\_\_\_\_\_

Schedule for FEEDBACK Discussion:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Venue: \_\_\_\_\_

Conforme:

Sianome Salete Paragas  
Employee / Trainee Involved

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

Minutes taken by:

Lyka Mae Tobedes  
Signature on top of printed name

However, since next semester she will be doing her Practicum (Practical Teaching) and this needs her full attention, making it harder to balance both work and studies.

Miss Paragas insisted that she has dedication to both responsibilities.

It was explained to Miss Paragas that considering her school responsibilities there will be conflicting schedule for her to have sufficient sleep.

According to Miss Paragas, considering her financial needs, she is more than willing to have her dedication to handle her academic and work responsibilities.

She will have find ways to figure things out - advantageous in her part  
action plan (riding motorcycle to arrive on time at work)

Miss Paragas was asked as to how badly she needs this job, to which she answers the following

Her mother is relies on her  
She has two brothers in which her mother cannot rely, because their eldest already have a common law partner, while her other brother is "bugay"


According to her, since CNV does not have tuition fee for her only problem is her school allowance. Her mother is a canteen staff at a private school.

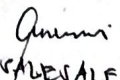
It was reiterated that the main highlight of this discussion is because of the misleading information she provided during the initial interview which lacks transparency on her part.


This is a reflection of character, most especially that once endorsed to the production floor they/she will be tasked to handle confidential information and should avoid breaching the trust of clients.

It was mentioned by Miss Niegel that there really is an intention to mislead the interviewer.

Miss Paragas stated that she was forced to do so she do so afraid that she will not be hired/rejected by the recruitment.

  
LIZA MAE OJEDA

  
JANINE GALEALE PARAGAS

  
Nigul

## Administrative Hearing Form

Case : Not being truthful / Providing Misleading Information Date : January 10, 2024  
Employee Involved : Siemone Paragas Time : 11:30 PMA  
Program/ Department : Authorization Venue : HR Conference - ACC  
Immediate Superior : Alex Aprado 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.

- Mr. Paragas admitted that she intentionally provided the initial & final interviews with the misleading information for she believed that she might not accepted if she disclosed the correct information which is she is currently enrolled.

- Mr. Paragas wants to study while working as she needs to support herself and her family financially.

- Mr. Paragas also mentioned that she can juggle work and studies and assure us that she will separate her personal life from her work life.

- Mr. Paragas expressed how badly she needs this job especially that she's the only one relied by her mom.

- Mr. Paragas confirmed she is aware about the information during the initial and final interviews that she were not correct for she believed that she might be rejected in getting the role.

- As per her, it's intentional at the same time unintentional. Intentional in a sense that she's aware that the information is incorrect and unintentional in a sense that she was forced to do so by her belief that she might be rejected.

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:

LIZA MAE OPEDES

Schedule for FEEDBACK Discussion:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Venue: \_\_\_\_\_

Conforme:

SIEMONE PARAGAS  
Employee / Trainee Involved

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

Minutes taken by:

Nicole Argento  
Signature on top of printed name

- It was discussed to Mr. Paragar how important it is for <sup>us to</sup> disclosed the correct information for us to help her in assigning her to the department that would suit her schedule. In addition to that, by being truthful, she will be able to make an impression that she is someone that we can trust including the client especially that she will be handling confidential information.

- It was made clear to Mr. Paragar that by providing us false incorrect information, her credibility / honesty in being questioned re: why we received an email from the operation as it bounce back to us the information she provided during the initial & final interview.

- It was explained to Mr. Paragar that we have to build trust w/ our client especially that we only have one account / client here.

- It was explained to Mr. Paragar that whatever information we gather during our discussion will be disclosed / <sup>deliberated</sup> w/ the top management to know whether to continue or end her employment because of the infraction she committed which is - she <sup>was</sup> ~~failed to~~ <sup>was</sup> ~~not~~ <sup>was</sup> not being truthful from the very first and / or during the initial process.

~~SECRET~~  
LYKA MAE OBERES

SANEMIE <sup>Jimin</sup> FALCARE PARAGAS

~~SECRET~~  
NIEGEL MAGANZA