

NOTICE OF TERMINATION

Date: January 23, 2026

To: **Jessele Baylon Tulmo**

Employee ID: **4947**

Last Known Address: **BSP Camp Veterans Lahug Cebu 6000**

Dear **Ms. Tulmo**,

After careful evaluation of your case, this letter is to inform you that your employment with **iPloy, OPC** is hereby **terminated**, effective **January 23, 2026**, on the ground of **abandonment of employment** and **gross and habitual neglect of duty**, in violation of company policies and standards of conduct.

Basis for Termination:

1. On December 31, 2025, you were issued a reinstatement order and instructed to report to work on January 5, 2026. Despite multiple attempts to reach you through personal phone and email, you did not respond nor report for work on the specified date.
2. A Return-to-Work Order was served on January 6, 2026, reiterating your obligation to report. The order was sent through email and LBC mail to ensure proper receipt. Repeated attempts to contact you via phone and email were made, yet no communication was received from you.
3. A Notice to Explain (NTE) was issued on January 9, 2026, giving you the opportunity to provide a written explanation. You did not submit a written explanation and also failed to attend the scheduled administrative hearing on January 16, 2026, where you could have personally presented evidence, called witnesses, or clarified your situation.
4. As of this writing, despite multiple documented attempts to contact you via phone and email regarding your obligation to report to work, you have failed to comply and did not present yourself as required.

Your repeated failure to report to work despite **valid recall and return-to-work orders** constitutes:

- **Gross and habitual neglect of duty / non-performance after reinstatement/recall**, a just cause for termination under Article 297 of the Labor Code of the Philippines. The repeated failure to report after multiple valid recall/return orders, multiple deferment requests without supporting evidence, and non-attendance at the scheduled administrative hearing collectively demonstrate neglect of duty, disregard for company directives, and a sustained inability to fulfill your essential job responsibilities.
- **Abandonment of employment**, as recognized in established Philippine jurisprudence. Abandonment has been construed to involve not only failure to report for work without valid or justifiable reason but also a clear intention to sever the employer-employee relationship, manifested through overt acts indicating an intention not to return. Your repeated non-compliance with valid orders and lack of commitment to resume work supports this characterization.

The company has strictly observed due process by:

1. Issuing a **Notice to Explain** detailing the specific allegations, facts, and grounds for disciplinary action.
2. You were given a reasonable opportunity to submit a **written explanation**. As of the deadline, no explanation had been submitted.
3. An **administrative hearing** was scheduled where you could present your defense, evidence, and witnesses. Your failure to attend the hearing does not negate due process, as the company has provided multiple opportunities for you to be heard and for your explanation to be considered.

Your final pay, including any pro-rata benefits, will be processed following our standard separation procedures.

We regret that this step became necessary and wish you success in your future endeavors.

Sincerely yours,



Marishka Iris A. Arcilla
HR Manager

Noted by:



Niño Angelo Manal
Operations Manager



Alfred Camarillo
Director of Operations