

January 14, 2025

Alfonso Relente Puno

CSR

071 North Bus Jagobiao Mandaue City 6014

Dear Ms. / Mr. **Puno**,

This refers to our first notification of termination dated **January 4, 2025** regarding your prolonged unauthorized absences since **December 31, 2024**. Our records reveal that you failed to report for work and was absent for a long period of time from **December 31, 2024 to January 13, 2025** without official leave of absence including the submission of the necessary documents to support your absences.

Despite our notification, you failed to initiate the written appeal process within the allotted timeframe given, thus waiving your rights to be heard.

In this connection, your Unscheduled Absences constitute violations which merit termination, in accordance with the Company's Code of Conduct and Discipline Policy. Upon review of your absence's details and discussion on the matter, it is our view that your prolonged absences without leave are unjustified and a clear neglect of your duty in the Company.

Based on the foregoing, your employment with iPloy OPC. is being terminated effective **January 14, 2025**.

To ensure a smooth transition, please coordinate with HR to retrieve any personal belongings stored in your assigned locker by **January 21, 2025**. Additionally, kindly return all company-issued items, including IDs, HMO cards, and headsets (etc.), to formalize your clearance. Failure to do so by the specified date may result in delays in your clearance process, as outstanding company property will need to be addressed before final clearance can be granted.

Furthermore, please be informed that we shall be disposing all unclaimed personal belongings on **January 28, 2025**.

Should you have other concerns, you may reach the Human Resources Department at 09177097074 or send us an email through er@iploy.com.

Sincerely yours,



Noellichil Megio
ER Specialist

Noted by:



Rameilyn Castañares
HR Manager