

December 27, 2024

Pauline Ramas

Payor Change

611-D Kolo Island C. PAdilla St Mambaling Cebu City 6000

Dear Ms. Ramas,

This is regarding the Notice to Explain issued to you last December 13, 2024 for alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made during the administrative hearing held last December 17, 2024 at 11:30 PM Local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit: **Rules on Productivity Section 2 – All grave acts of dishonesty which cause or tend to cause prejudice to the Company such as but not limited to the following: a. Knowingly giving false or misleading information to qualify for a company benefit, promotion, salary increase, transfer, and job assignment and : Rules on Productivity Section 5 - Willful breach by an employee of the trust reposed in him/her by the company**

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,


Rameilyn C. Castañares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:

Date signed:

Name and Signature of the Employee
