

February 27, 2025

Fretze Joyce Larayos Patalinghug

CSR

Matumbo Pusok Lapu-Lapu City 6015

Dear Ms. / Mr. **Patalinghug**,

This refers to our first notification of termination dated **February 20, 2025** regarding your prolonged unauthorized absences since **February 17, 2025**. Our records reveal that you failed to report for work and was absent for a long period of time from **February 17, 2025 to February 26, 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 **February 27, 2025**.

To ensure a smooth transition, please coordinate with HR to retrieve any personal belongings stored in your assigned locker by **March 6, 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 **March 13, 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,



Patricia Pigeo
ER Specialist

Noted by:



Rameilyn Castañares
HR Manager