

May 20, 2025

Karra Mae Baybayanon Singco

CSR

Brgy. Luz Cabantan Cebu City 6000

Dear Ms. / Mr. **Singco**,

This refers to our first notification of termination dated **May 13, 2025** regarding your prolonged unauthorized absences since **May 8, 2025**. Our records reveal that you failed to report for work and were absent for a long period of time from **May 8, 2025** to **May 19, 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.

Additionally, please be reminded of the following:

- On May 13, 2025, the Return-to-Work Order (RTWO) First Letter was sent to you.
- On May 14, 2025, you sent a separate email and SMS inquiring about your salary, which HR responded to, but you failed to reply.
- You did not respond to the RTWO sent to your personal email.
- On Thursday, HR responded to you via text message, informing you that you could claim your salary via cheque and reminding you to submit supporting documents. However, you failed to respond once again.
- On May 20, 2025, at around 3:00 AM, HR attempted to contact you but was unsuccessful.
- On the same day, at around 5:35 AM, HR attempted to reach you via phone call three times, but you did not answer. Subsequently, the Montage HR office made three additional phone call attempts, which also went unanswered.

Given the foregoing, 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.

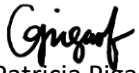
As a result, your employment with iPloy OPC is being terminated effective **May 20, 2025**.

To ensure a smooth transition, please coordinate with HR to retrieve any personal belongings stored in your assigned locker by **May 27, 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 **June 3, 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,



Patricia Pigao

ER Specialist

Noted by:



Ramelyn Castañares

HR Manager