

February 25, 2025

Juris Gwen Sayson Salgado

CSR

56 F. Pacaña Sitio Espekapa Tisa Cebu City

Dear Ms. / Mr. **Salgado**,

This refers to our first notification of termination dated **February 18, 2025** regarding your prolonged unauthorized absences since **February 13, 2025**. Our records reveal that you failed to report for work and was absent for a long period of time from **February 13, 2025 to February 24, 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 absences' 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 25, 2025**.

To ensure a smooth transition, please coordinate with HR to retrieve any personal belongings stored in your assigned locker by **March 4, 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 11, 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 Pigao

ER Specialist

Noted by:



Rameilyn Castañares

HR Manager