



iGROW COACHING FORM

Full Name: Stevien Jayme Dela Mesa	Date: May 20, 2025
Employee No.: 5591	Immediate Supervisor: Georgeitte Jane Singson

Issue / Goal - What is the issue and goal of the coaching session?

Issue: On Thursday, May 8, 2025, the trainee arrived six (6) minutes late for his scheduled training shift.

Please find the attached supporting document:

Employee ID	5591		
Fullname	Dela Mesa, Stevien Jayme		
Company	IPLOY, OPC	Location	CEB-ACCT
Department	AVENUES	Section	Ariane Rox Decipulo
Year	Month	Day	
2025	May	8	

DATE	TYPE	DEVICE
2025-05-08 00:03:00	FIRST_BREAK_IN	0
2025-05-08 03:02:00	LUNCH_OUT	0
2025-05-08 03:53:00	LUNCH_IN	0
2025-05-08 06:01:00	OUT	0
2025-05-08 24:05:00	IN	0
2025-05-08 23:43:00	FIRST_BREAK_OUT	0

Goal: The goal is to coach the trainee on the importance of reliability and to reinforce that such behavior is unacceptable. Consistent attendance and reliability are essential factors in assessing their suitability and potential for success within the company, especially when you're still a trainee.

Reality / Options – Root Cause Analysis and Agent's Feedback

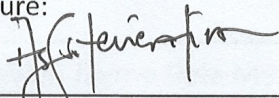

I was already in the building that time, I wasn't late. However when I was about to enter the prod after to have sorted out my requirements I met my teammates in the hallway and they said that we need to go to 16th floor since there were boxes with the requirements and my assumptions was they still haven't checked in as well so when we were done with the corrections of our requirements I went to 18th floor right away to punch in, that's why I was late for 6 mins.

Way Forward – Action Plan and Setting Proper Expectations

I should punch in first before going to meet HR in regards with my requirements or other concerns.

iPloy Incorporated
11th Floor MSY Tower
Pescadores Road Cebu Business Park,
Cebu City 6000



Employee Signature: 	Date: 5/21/2025
Supervisor Signature: 	Date: 5/21/2025

Issue: On Thursday, May 8, 2025, the trainee arrived 15 (15) minutes late for the scheduled training shift.

Please find the attached supporting data.

Goal: The goal is to coach the value on the importance of reliability and to reinforce that such behavior is unacceptable. Consistent attendance and reliability are essential factors in assessing their suitability and potential for success within the company, especially when you're still a trainee.