

iPloy OPC

9th Floor, Ayala Center Cebu Tower, Bohol Avenue, Cebu City
16th Floor, One Montage, Archbishop Reyes Ave., Cebu City



March 14, 2026

Ms. Jan Charisse Lou Tamparong Bencila
Urgello Sambag 2 Cebu City 6000

Dear Ms. Bencila,

This refers to the **Notice to Explain issued on March 9 & 10, 2026** regarding the concerns raised in relation to your attendance and participation during the training period.

We acknowledge receipt of your written explanation dated **March 9 & 10, 2026**, which has been carefully reviewed and evaluated together with the relevant records and circumstances of the case.

After a thorough review of the facts and your explanation, management has determined that the concerns raised in the Notice to Explain, including your absences without supporting documentation and conduct issues related to leaving the production floor without proper approval **have been confirmed based on our records and communications and indicate failure to meet the expected standards during the training period**. Considering the requirements and standards expected during the training period, management has decided to end your training with the Company.

Accordingly, your End of Training (EOT) shall take effect **on March 16, 2026**.

You are advised to coordinate with the HR Department regarding your clearance process and final pay requirements.

We appreciate the time and effort you have given during your training with the Company and wish you the best in your future endeavors.


Sincerely,


Margareta C. Silva
HR Supervisor

Noted by:


Marishka Iris Arcilla
HR Manager

Approved by:


Niño Angelo Manal
Operations Manager

Acknowledged by:


Jan Charisse Lou Tamparong Bencila
Name Signature Over Printed

DATE : **March 9, 2026**
TO : **Jan Charisse Lou Tamparong Bencila**
POSITION : **Trainee**
FROM : **Human Resources**
THRU :
SUBJECT : **NOTICE TO EXPLAIN**

This is to inform you that the following incident has been brought to our attention. Kindly see below for the following offense/s you allegedly committed:

ALLEGED INFRACTION AND REMEDIAL ACTION PER OFFENSE

Rules on Proper Conduct and Decorum **Documented Verbal Warning to Dismissal**
Section 12- Unscheduled Absence

Date violation committed: **March 6, 2026**

Place where violation committed: **16th Floor One Montage Tower, Archbishop Reyes Ave, Cebu City**

DETAILED DESCRIPTION OF THE INCIDENT:

You sent a call-in notification to HR on the date(s) stated above informing that you could not report to work; however, you failed to submit supporting documents to substantiate your absence.

In view of the evidence presented against you, you are hereby required to submit a written explanation within five (5) calendar days from the receipt of this notice. In the event that you are found guilty of the said charge(s), the Company may impose an appropriate penalty, including the termination of your employment.

Your refusal, neglect, or failure to comply with the instructions stated above within the required period shall be construed as a waiver of your right to **present your side and therefore management shall be constrained to resolve your case based on official records.**

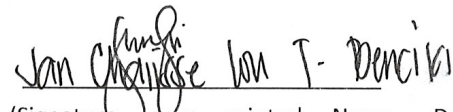
Table of Progression of Sanction

Name	Infraction	Progression of Sanction	Date of Violation	Sanction
Jan Charisse Lou Tamparong Bencila	Rules on Proper Conduct and Decorum Section 12 - Unscheduled Absence	Documented Verbal Warning to Dismissal	<i>March 6, 2026</i>	FOR INVESTIGATION

ISSUED BY:


KIANNA RIELLE M. BACORDO
HR Associate - ER

RECEIVED BY:


(Signature over printed Name, Date & Time)

NOTE: Please don't forget to provide proof (if there's any) as supporting document to counter the incident report.

EMPLOYEE'S WRITTEN EXPLANATION FORM


Date/Time:

To (Immediate Superior):

Position:

This is in response to March 06, 2020

hi absent ko ani kay gi advised ko sa
doctor na mo rest lang wa and aside ana
walay mo bantay sa along mother in law sa
hospital masng ditto lang wa ko nag rest
while nag paabot sa iyaha hubby maabot
since gikan pag cambles. aron mo puli ug
bantay almost to nasad sa gabie naabot
and need sad ko mo pahn way tungod sa
kikanot.


Jan T. Pencil
(Employee's signature over printed name)

DATE : **March 10, 2026**
TO : **Jan Charisse Lou Bencila**
POSITION : **Trainee**
FROM : **Human Resources**
THRU :
SUBJECT : **NOTICE TO EXPLAIN**

This is to inform you that the following incident has been brought to our attention. Kindly see below for the following offense/s you allegedly committed:

ALLEGED INFRACTION AND REMEDIAL ACTION PER OFFENSE

Rules on Proper Conduct and Decorum **Written Warning to Dismissal**
Section 21 – Leaving work assignments or company premises during official work hours without prior permission and approval from the immediate supervisor

Rules on Productivity **Suspension to Dismissal**
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.

Date violation committed: **March 03, 2026**

Place of violation committed: **16th Floor, One Montage Tower, Archbishop Reyes Ave, Cebu City**

DETAILED DESCRIPTION OF THE INCIDENT:

Based on the report received and initial verification conducted, it was noted that on **March 03, 2026**, you requested permission from your Team Leader to visit the company clinic during your scheduled work hours. It was also indicated in the Security Guard Logbook that you would be proceeding to the clinic.

However, upon verification with the **Company Clinic**, there was **no record of your visit or consultation** during the said date and time.

Given this discrepancy between the declared purpose for leaving your workstation and the verification from the clinic, it is alleged that your whereabouts during the time you were away from your assigned post could not be properly accounted for.

You are reminded that employees are expected to remain at their assigned workstations during official work hours unless properly authorized for legitimate and verifiable reasons. This expectation is particularly important for employees who are still within their training or probationary period, as adherence to company policies, honesty in declarations, and professionalism in conduct are part of the standards being evaluated during this stage of employment.

Due to the above, it is alleged that this incident may constitute a violation of the Company Code of Conduct and Discipline, particularly the following provisions:

- **Leaving work assignments or company premises during official work hours without proper authorization or justification**
- **Misrepresentation or providing inaccurate information in official company records**

In view of the evidence presented against you, you are hereby required to submit a written explanation within five (5) calendar days from the receipt of this notice. In the event that you are found guilty of the said charge(s), the Company may impose an appropriate penalty, including the termination of your employment

Your refusal, neglect, or failure to comply with the instructions stated above within the required period shall be construed as a waiver of your right to **present your side and therefore management shall be constrained to resolve your case based on official records.**

Progression Table of Sanction

Name	Infraction	Progress of Sanction	Date of Violation	Sanction
Jan Charisse Lou T. Bencila	<p>Rules on Proper Conduct and Decorum Section 21 - Leaving work assignments or company premises during official work hours without prior permission and approval from the immediate supervisor</p>	Written Warning to Dismissal	March 03, 2026	For Investigation
Jan Charisse Lou T. Bencila	<p>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.</p>	Suspension to Dismissal	March 03, 2026	For Investigation

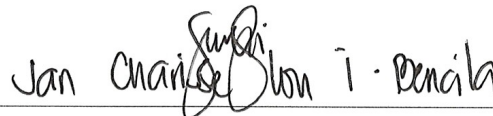
ISSUED BY:



MARGARITA C. SILVA

HR Supervisor

RECEIVED BY:



(Signature over printed Name, Date & Time)

EMPLOYEE'S WRITTEN EXPLANATION FORM

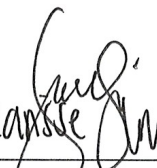
Date/Time:

To (Immediate Superior):

Position:

This is in response to March 03, 2020

I think I forgot but as far as I remember yes I did not go to the clinic to be transparent because from morning until evening at Mar 03, 2020 I did not eat I think I left my station and eat at the pantry. and I know that eating during office hours is not appropriate but nag lipong najud ko at that time.


Jan 7. Pencil

(Employee's signature over printed name)