

September 28, 2022

Jonas Salazar Antonio

Asset Recovery

Lot 8 Unit 3, Sitio Manga Punta Princesa Cebu City

Dear Mr. Antonio,

This is regarding the Notice to Explain issued to you last August 8, 2022 for alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made during the administrative hearing held last August 16, 2022 at 1:00 AM Local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit:

Rule 1 Section 10 under Offenses against Rules on Proper Conduct and Decorum: Tardiness (a) 3 Counts of Tardiness of less than an hour in a month is considered 1 instance. (b) 1 Count of Tardiness of more than an hour in a month is considered 1 instance.


Enclosed a table below showing the progression of sanction of the said violation you incurred for your reference.

VIOLATION	DATE OF VIOLATION	PROGRESSION OF SANCTION	NUMBER OF INSTANCE	SANCTION GIVEN
Tardiness	December 2, and 22, 2021	Documented Verbal Warning to Dismissal	1ST Instance	Documented Verbal Warning
Tardiness	January 6 and 12, 2022	Documented Verbal Warning to Dismissal	2ND Instance	Written Warning to Dismissal
Tardiness	February 3, 2022 and April 1, 4, 5, 6, 13, 19, 26 and 28, 2022	Documented Verbal Warning to Dismissal	3rd Instance	Final Written Warning
Tardiness	May 2, 4, 5, 13 and 16, 2022	Documented Verbal Warning to Dismissal	4th Instance	Suspension - July 14, 2022
Tardiness	June 2, 16, 21, 28 and July 1, 11 and 28, 2022	Documented Verbal Warning to Dismissal	5th Instance	Termination

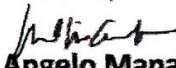
Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC. and your last day of work will be on **September 30, 2022**. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

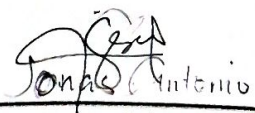
Sincerely yours,


Ramelyn C. Castanares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:


Name and Signature of the Employee

Date signed

10/1/22