

February 18, 2023

Jamaica Rabadon Placer  
Confirmations  
693 Holy Name Street Mabolo Cebu City

Dear Ms. Placer,

This is regarding the Notice to Explain issued to you last **January 14, 2023** for alleged violation of the company's **Code of Conduct and Discipline**.


Upon evaluation of the facts and the investigation made with all the available evidences submitted for this case, it was established that you indeed violated the company's **Code of Conduct and Decorum 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.**


Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC effective immediately. 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.

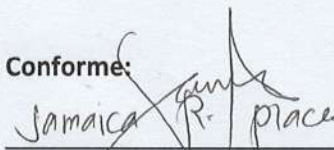
Sincerely yours,

  
**Ramelyn C. Castanares**  
HR Manager

Noted by:

  
**Angelo Manal**  
Operations Manager

Conforme:

  
Name and Signature of the Employee

Date signed:

Feb 18, 2023