

iPloy, OPC
9th Ayala Center Cebu Tower
Cebu Business Park, Cebu City 6000



October 17, 2022

Donna O. De Guzman
AEROCARE PAP COMPLIANCE
Basak Eskwelahan, Lapu-Lapu City, Cebu

Dear **Ms. De Guzman,**

This is regarding the Notice to Explain issued to you last August 3, 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 September 22, 2022 at 11:20 PM, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit:

*Rules on Proper Conduct and Decorum Section 12 – Unscheduled Absences
Violation of this provision is punishable by Documented Verbal Warning to Dismissal.*

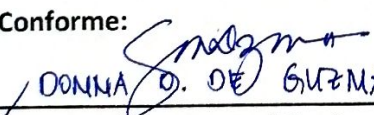
Based on the foregoing, we are ending your employment with iPloy, OPC. and your last day of work will be on October 17, 2022. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

Sincerely yours,

Noted by:


Ramelyn C. Castanares
HR Manager


Angelo Manal
Operations Manager

Conforme:

DONNA O. DE GUZMAN
Name and Signature of the Employee

Date signed:
10/17/2022