

Date: **April 12, 2020**

Dear **Queenie Villarante**,

Based on results for **March 2021**, iPloy Staffing Solutions has enrolled you into the Performance Improvement Plan (PIP). Please see actual performance:

TOTAL	QUOTA	AVE
1692	1725	98%

This is below the minimum goal requirement.

The basis for such enrollment is the time-honored principle of accountability for our performance and to ensure that we work at par.

Principles and mechanics:

1. The PIP emphasizes the importance of good & consistent performance as a basis of continued employment. Given the reality of the business world in general and stiff competition from other service providers, it is very important that each agent like yourself delivers on at least the minimum performance targets. It is the only way to keep the business viable. Otherwise, we are in danger of losing business to the competition.
2. The PIP is a formal method of measuring and holding you responsible for your performance.
3. The PIP is not designed as a punitive mechanism. It is only to formally encourage and drive you to perform.
4. Starting on a clean slate, which means metrics from prior months are not included, you must deliver on the metrics, which will be computed as your performance for the month.
5. You will need to perform and meet the minimum metrics for two (2) consecutive calendar months to graduate from PIP.
6. The next Performance Review will be for the period ending at the end of the month. For this month, it will be for the period – **April 30, 2021**

If you fail to meet the minimum goal requirement at the end of the month; the penalty for such failure are as follows (progressive method):

1st Failure – Enrollment

ENROLLED

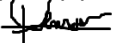
- 1st Instance – Written Warning
- 2nd Instance - Final Written Warning
- 3rd Instance – Suspension (5 Days) with Notice of Dismissal
- 4th Instance - Endorsement to HR for Dismissal

As we develop a culture of accountability in iPloy Staffing Solutions, we will become a better company. We will be poised to compete and exceed the expectations of our clients.

We believe in your capacity to deliver.

Thank you for your cooperation.

Very truly yours,



Lady Mae Lao
Team Lead

Received By:



Queenie L. Villarante

Approved By:

Alfredo Camarillo JR
Director of Operations

Abelardo Dagalea
Client Relations Manager

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