

Date : July 13, 2023
To : Elpidio Bordaje Aba-a Jr.
Position : CSR Phones
From : Rebekah Joyce Yutis Ecang
Thru : Director of Operations - Alfredo Camarillo Jr.
Subject : DISCIPLINARY ACTION

This is to inform you of the decision regarding the following infraction/s:

INFRACTION AND REMEDIAL ACTION PER OFFENSE

Rules on Proper Conduct and Decorum
Section 27 - Sleeping on the job during working hours.

Suspension to Dismissal

Date violation committed: June 1, 2023

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

Upon weighing all the pieces of evidence at hand as well as accounts from witness/es, the following are our findings:

- *The claims on your written explanation form corroborated upon conducting a further investigation with the assistance of your Team Lead.*
- *As per the confirmation of your Team Lead, they backed up your claim that you were experiencing eyestrain due to long exposure to your desktop since you underwent the VNS Training from 11 PM - 4 AM without your prescription eyeglasses.*

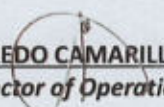
_____ Culpable of violating the infraction/s as stated
 X Not-culpable of violating the infraction/s

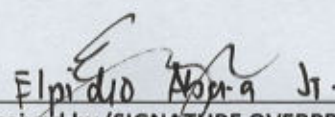
With this, you are then sanctioned:

_____ Coaching
_____ Documented Verbal Warning
_____ Written Warning
_____ Final Written Warning
_____ Suspension
From:

If you are suspended, you shall start reporting for work the day immediately after the end of your suspension or on the schedule (and shift) provided by your immediate superior.


NOELLCHI VEANNE MEGIO
HR – Employee Relations


ALFREDO CAMARILLO, JR.
Director of Operations


Received by (SIGNATURE OVERPRINTED NAME):
Date/Time: 07/25/23 11:55 PM

DATE : June 13, 2023
TO : Elpidio Bordaje Aba-a Jr.
POSITION : CSR Phones
FROM : Human Resources
THRU : Rebekah Joyce Yutis Ecang
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 **Suspension to Dismissal**
Section 27 - Sleeping on the job during working hours.

Date violation committed: **June 1, 2023**

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

DETAILED DESCRIPTION OF THE INCIDENT:

According to an incident report received from the security guards, it has come to our attention that on June 1, 2023, you were allegedly caught sleeping. The security on duty immediately went to your team lead to ask for assistance in checking your current situation, which your team lead confirmed that you were indeed sleeping during your working hours.

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
Elpidio Bordaje Aba-a Jr.	Rules on Proper Conduct and Decorum Section 27 - Sleeping on the job during working hours.	Suspension to Dismissal	June 1, 2023	For Investigation

ISSUED BY:


NOELUCHI VIANNE MEGIO
HR – Employee Relations

RECEIVED BY:


Elpidio Aba-a Jr
(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.

iPloy Incorporated
9th Floor Ayala Center Cebu Tower
Bohol Road, Cebu City 6000



Date : 6/1/23
To : Elpidio Noda Jr.
Position : Employee - Agent
From : Security Officer
Thru : Operations Management/ Human Resources
Subject : INCIDENT REPORT

This report must be immediately accomplished and forwarded to the HR Office with all necessary documents no later than 24 hours after the occurrence of the incident.

INSTRUCTIONS: Use this form when reporting any of the following. Check the item referring to the type of incident being reported.

Rules on Proper Conduct and Decorum
 Rules on Customer and Client Relations
 Rules on Company Property, Facilities and Security
 Rules on Productivity
 Rules on Health and Safety
Others: _____

DESCRIPTION OF INCIDENT: SLEEPING ON DUTY.

Date/Time: JUNE 01 2023 - 0425 - 0428 AM
Place: 16th Floor Montage

SEQUENCE OF EVENTS:

ON OR ABOUT 0425 DATE OF 01 DAY JUNE 2023 THURSDAY
THIS MORNING, I CONDUCT ROUTING FOR MONITORING AT THE PRODUCTION AREA
COME OF AGENT STILL WORKING OTHER TAKE A BREAKTIME
WHILE I'M ROUTING ANOTHER STATION 0428 NIPS OR LEFT I CAUSE
THIS AGENT SLEEPING ON THE JOB AT THE WORK PLACE STATION IT FORM OF
THE INTEGRITY OF OTHER EMPLOYEES AS WELL WHICH RESULT IN THE
ANNIHILATION OF THEIR PROFESSIONAL VALUES AND THE COMPANY POLICY. THEN I WENT TO HIRE TEAM LEADER TO PLEASE
WAKE UP HIM AND THE HE CONFIRMED THAT THIS AGENT (HE/HIS) SLEEP
ON THE JOB WHILE PERFORMING HIS DUTIES.

WITNESS/ES with SIGNATURE:

1. [Signature] T.L. 6/01/2023

2. _____

[Signature] 6/01/2023

NAME OF SECURITY OFFICER REPORTING
(Signature Over Printed Name)

Note: Please don't forget to provide proof (if there's any) as supporting documents for the incident report.

iPloy DPC
9th Floor Ayala Center Cebu Tower,
Bohol St., Cebu Business Park,
Cebu City 6000



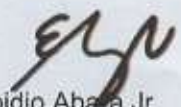
EMPLOYEE'S WRITTEN EXPLANATION FORM

Date/Time: June 13, 2023

To (Immediate Superior):

Position:

This is in response to I was just done with my VNS training then, when I feel the need to close my eyes
but definitely I did not sleep as I was very conscious and hear the people around.


Elpidio Abaya Jr

(Employee's signature over printed name)

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



HIPAA, HITECH and The Omnibus Rule

I understand I have been identified as a team member who has the responsibility of accessing, handling and securing Protected Health Information (PHI). I understand PHI is contained in both hardcopy and electronic formats. Unsecured and unencrypted PHI can lead to a breach as defined under the Health Insurance Portability and Accountability Act (HIPAA) Breach Notification Rule 45 CFR 164.400-414.

I have participated in the HIPAA training session: HIPAA, HITECH and The Omnibus Rule.

I understand that if I have questions at any time regarding HIPAA or PHI, I will consult with iPloy's appointed security and compliance officer.

My signature below confirms my understanding of the training material, my responsibility to secure PHI and to notify my supervisor of incidents and/or complaints related to unsecure and unencrypted PHI.

Employee Signature Elpidio Aba-G Jr. Date 12/19/2020



DATE : April 3, 2018
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGEMENT
SUBJECT : MEMO: RESTROOM GUIDELINES

iPloy Inc. provides unisex restrooms available so that employees can use them when they need to do so. One is located inside the operation floor and second is in the hallway outside the operation floor. However, those who are uncomfortable, has issue with the unisex restroom, we have a separate single, private restroom available for use.

Moreover, any employee with concern/issue in using the unisex restroom, please visit Human Resources office to get door access pass. Office security, Log in and Log out procedure shall apply.

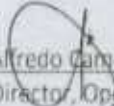
Furthermore, it is essential that all employees should comply and observe the restroom etiquette:

- Knock if the cubicle appears to be occupied. Don't peek under the doors.
- Lock the cubicle door when you enter.
- Stand close enough to the pan or urinal so you don't wet the seat, walls or floor
- Flush the toilet after use and wipe off the toilet seat for the next user
- Paper towels go in the trash can, not on the floor or in the toilet bowl
- Wash your hands to prevent the spread of colds and the flu
- Please use water and paper towels conservatively

For your information and guidance.


Jo Hanna Molecio
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations


Elpidio Apa-a Jr

August 28, 2020



February 27, 2018

To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : OFFICE SECURITY, LOG IN AND LOG OUT PROCEDURE

The following is issued to ensure the effective enforcement and strict observance of all employees on office attendance and punctuality

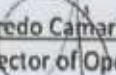
To ensure effective implementation and monitoring of office security

1. Employees are required to log in and log out using the biometric and the RF ID, even if the door is open
2. Employees are allowed to be inside the office and to Log in thirty (30) minutes before their scheduled time
3. Bags and/or personal items should be left in the locker before longing in/going inside the production area
4. Once an employee logged in and inside the production area, they can no longer go outside until their 1st break
5. Employees are only allowed to stay in the office for thirty (30) minutes after their shift, unless authorized or has approval to extend their time
6. Pantry, recreation room and locker should be closed at all times, employees must use their RF ID to access these rooms
7. No tailgating
8. Employee ID and RF ID should be worn at all times, lost RF IDs will be charge to the employee
9. No employees are allowed to stay in the waiting area for applicant.
10. Employees who left/lost their IDs will get temporary ID from HR and will be dealt with according to our code of conduct and discipline.
11. Submit self to magnetic wand scanning with the security personnel
12. Only water in a clear container is allowed in the operation area and recreation room

For guidance and strict compliance.


Jo Hanna Molecio
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director of Operations

iPloy Social Media Policy

iPloy recognizes that employees use social media tools as part of their daily lives. Employees should always be mindful of what they are posting, who can see it, and how it can be linked back to the organization and work colleagues.

All employees should be aware that iPloy regularly monitors the internet and social media about its work and to keep abreast of general internet commentary, brand presence and industry/customer perceptions. iPloy does not specifically monitor social media sites for employee content on an ongoing basis, however employees should not expect privacy in this regard. iPloy reserves the right to utilize for disciplinary purposes any information that could have a negative effect on the company or its employees, which management comes across in regular internet monitoring, or is brought to the organization's attention by employees, customers, members of the public, etc.

All employees are prohibited from using or publishing information on any social media sites, where such use has the potential to negatively affect iPloy or its staff. Examples of such behavior include, but are not limited to:

- Publishing material that is defamatory, abusive or offensive in relation to any employee, manager, office holder, shareholder, customer or client of the company;
- Publishing any confidential or business-sensitive information about iPloy;
- Publishing material that might reasonably be expected to have the effect of damaging the reputation or professional standing of the company.

Procedure:

All employees must adhere to the following when engaging in social media.

- Be aware of your association with the company when using online social networks. You must always identify yourself and your role if you mention or comment on the company. Where you identify yourself as an employee, ensure your profile and related content is consistent with how you would present yourself with colleagues and clients. You must write in the first person and state clearly that the views expressed are your own and not those of iPloy. Wherever practical, you must use a disclaimer saying that while you work for the company, anything you publish is your opinion, and not necessarily the opinions of the company.
- You are personally responsible for what you post or publish on social media sites. Where it is found that any information breaches any policy, such as breaching confidentiality or bringing the company into disrepute, you may face disciplinary action up to and including dismissal.

- Be aware of data protection rules – you must not post colleagues' details or pictures without their individual permission. Employees must not provide or use their company password in response to any internet request for a password.
- Material in which the company has a proprietary interest – such as software, products, documentation or other internal information – must not be transmitted, sold or otherwise divulged, unless the company has already released the information into the public domain. Any departure from this policy requires the prior written authorization of the management.
- Be respectful always, in both the content and tone of what you say. Show respect to your audience, your colleagues and customers and suppliers. Do not post or publish any comments or content relating to the company or its employees, which would be unacceptable in the workplace or in conflict with the company's website. Make sure the views and opinions you express are your own.
- Recommendations, references or comments relating to professional attributes, are not permitted to be made about employees, former employees, customers or suppliers on social media and networking sites. Such recommendations can give the impression that the recommendation is a reference on behalf of the iPloy, even when a disclaimer is placed on such a comment. Any request for such a recommendation should be dealt with by stating that this is not permitted in line with company policy and that a formal reference can be sought through HR, in line with the normal reference policy.
- Once in the public domain, content cannot be retracted. Therefore, always take time to review your content in an objective manner before uploading. If in doubt, ask someone to review it for you. Think through the consequences of what you say and what could happen if one of your colleagues had to defend your comments to a customer.
- If you make a mistake, be the first to point it out and correct it quickly. You may factually point out misrepresentations, but do not create an argument.
- This policy extends to future developments in internet capability and social media usage.

In addition to the above rules, there are many key guiding principles that employees should note when using social media tools:

- Always remember on-line content is never completely private;
- Regularly review your privacy settings on social media platforms to ensure they provide you with sufficient personal protection and limit access by others;
- Consider all online information with caution as there is no quality control process on the internet and a considerable amount of information may be inaccurate or misleading; and

- At all times respect copyright and intellectual property rights of information you encounter on the internet. This may require obtaining appropriate permission to make use of information. You must always give proper credit to the source of the information used.

Specific Managerial Responsibilities

By their position, Managers have obligations with respect to general content posted on social media. Managers should consider whether personal thoughts they publish may be misunderstood as expressing the company's opinions or positions even where disclaimers are used. Managers should err on the side of caution and should assume that their teams will read what is written. A public online forum is not the place to communicate company policies, strategies or opinions to employees.

Enforcement / Progression

Non-compliance with the general principles and conditions of this social media policy and the related internet, e-mail and confidentiality policies may lead to disciplinary action, up to and including dismissal. This policy is not exhaustive. In situations that are not expressly governed by this policy, you must ensure that your use of social media and the internet is always appropriate and consistent with your responsibilities towards the company. In case of any doubt, you should consult with your manager.


Infractions for this policy is tagged under Level 2 offense and follow these progression:

- a. 1st Instance – Written Warning
- b. 2nd Instance- Final Written Warning
- c. 3rd Instance- Dismissal

Employee Acknowledgement

I have read, understand and agree to comply with the foregoing policies, rules and conditions governing the use of all property of iPloy and all work and conduct completed on or with the assistance of iPloy property. Further, I agree to abide by the Social Media Best Practices when using social media sites on my personal time and when my affiliation with iPloy regarding those sites is known, identified, expected or presumed.

Name: Elpidio Aba-a Jr

Signature:  Date: August 28, 2020

Date : February 22, 2018
To : ALL EMPLOYEES CONCERNED
From : Human Resources
Thru : Operations Manager
Subject : WORKPLACE POLICY AND PROGRAM ON HIV/AIDS

1. OBJECTIVE

1.1. In conformity with Republic Act No. 8504 otherwise known as the Philippine AIDS Prevention and Control Act of 1998 which recognizes workplace-based programs as a potent tool in addressing HIV/AIDS as an international pandemic problem, this company policy is hereby issued for the information and guidance of the employees in the diagnosis, treatment and prevention of HIV/AIDS in the workplace.

1.2. This policy is also aimed at addressing the stigma attached to HIV/AIDS and ensures that the workers' right against discrimination and confidentiality is maintained.

2. COVERAGE

2.1. This Program shall apply to all employees regardless of their employment status.

3. IMPLEMENTING STRUCTURE

3.1. Iploy Inc. HIV/AIDS Program shall be managed by its health and safety committee consists of representatives from the different divisions and departments.

4. POLICY STATEMENT

4.1. BASIC INFORMATION ON HIV/AIDS

4.1.1. What is HIV/AIDS?

4.1.1.1. It is a disease caused by a virus called HIV (Human Immunodeficiency Virus). This virus slowly weakens a person's ability to fight off other diseases by attaching itself to and destroying important cells that control and support the human immune system.

4.1.2. How HIV/AIDS is transmitted?

4.1.2.1. Unprotected sex with an HIV infected person;

4.1.2.2. From an infected mother to her child (during pregnancy, at birth through breast feeding);

4.1.2.3. Intravenous drug use with contaminated needles;

4.1.2.4. Transfusion with infected blood and blood products; and

4.1.2.5. Unsafe, unprotected contact with infected blood and bleeding wounds of an infected person.

4.1.3. Is there a cure?

4.1.3.1. No. However, there are antiretroviral drug combinations that are available when properly used, result in prolonged survival of people with HIV. Holistic care of people living with HIV-AIDS and comprehensive treatment of opportunistic infections also dramatically improve quality of life.

5. GUIDELINES

5.1. Preventive Strategies

5.1.1. Conduct of HIV-AIDS Education.

5.1.1.1. Who will conduct?

The Medical Clinic of Ipoy Inc. in coordination with the Health and Safety Committee shall conduct HIV-AIDS education to all employees for free. This shall also form part of the orientation of newly hired employees. The standardized information package developed by the Department of Labor and Employment (DOLE) may be used for this purpose.

5.1.1.2. How will it be conducted?

The HIV-AIDS education will be conducted through distribution and posting of IEC materials, lectures, counselling and training and information on adherence to standard or universal precautions in the workplace

5.1.2. Screening, Diagnosis, Treatment and Referral to Health Care Services

5.1.2.1. Screening for HIV as a prerequisite to employment is not mandatory.

5.1.2.2. The company shall encourage positive health seeking behavior through Voluntary Counseling and Testing.

5.1.2.3. The company shall establish a referral system and provide access to diagnostic and treatment services for its workers. Referral to Social Hygiene Clinics of LGU for HIV screening shall be facilitated by the company's medical clinic staff.

5.1.2.4. The company shall likewise facilitate access to livelihood assistance for the affected employee and his/her families, being offered by other government agencies.

6. SOCIAL POLICY

6.1. Non-discriminatory Policy and Practices

6.1.1. Discrimination in any form from pre-employment to post-employment, including hiring, promotion or assignment, termination of employment based on the actual, perceived or suspected HIV status of an individual is prohibited.

6.1.2. Workplace management of sick employees shall not differ from that of any other illness.

6.1.3. Discriminatory act done by an officer or an employee against their co-officer or co-employee shall likewise be penalized.

6.2. Confidentiality/Non-Disclosure Policy

6.2.1. Access to personal data relating to a worker's HIV status shall be bound by the rules of confidentiality consistent with provisions of R.A. 8504 and the ILO Code of Practice.

6.2.2. Job applicants and workers shall not be compelled to disclose their HIV/AIDS status and other related medical information.

6.2.3. Co-employees shall not be obliged to reveal any personal information relating to the HIV/AIDS status of fellow workers.

6.3. Work-Accommodation and Arrangement

6.3.1. The company shall take measures to reasonably accommodate employees with AIDS related illnesses.

6.3.2. Agreements made between the company and employee's representatives shall reflect measures that will support workers with HIV/AIDS through flexible leave arrangements, rescheduling of working time and arrangement for return to work.

7. ROLES AND RESPONSIBILITIES OF EMPLOYERS AND EMPLOYEES

7.1. Employer's Responsibilities

- 7.1.1. The Company, together with employees/ labor organizations, company focal personnel for human resources, safety and health personnel shall develop, implement, monitor and evaluate the workplace policy and program on HIV/AIDS.
- 7.1.2. Provide information, education and training on HIV/AIDS for its workforce.
- 7.1.3. Ensure non-discriminatory practices in the workplace and that the policy and program adheres to existing legislations and guidelines.
- 7.1.4. Ensure confidentiality of the health status of its employees and the access to medical records is limited to authorized personnel.
- 7.1.5. The Company, through its Human Resources Department, shall see to it that their company policy and program is adequately funded and made known to all employees.
- 7.1.6. The Health and Safety Committee, together with employees/ labor organizations shall jointly review the policy and program and continue to improve these by networking with government and organizations promoting HIV prevention.

7.2. Employees' Responsibilities


- 7.2.1. The employee's organization shall undertake an active role in educating and training their members on HIV prevention and control. Promote and practice a healthy lifestyle with emphasis on avoiding high risk behavior and other risk factors that expose workers to increased risk of HIV infection.
- 7.2.2. Employees shall practice non-discriminatory acts against co-employees.
- 7.2.3. Employees and their organization shall not have access to personnel data relating to a worker's HIV status.
- 7.2.4. Employees shall comply with universal precaution and preventive measures.


8. IMPLEMENTATION AND MONITORING

8.1. The Safety and Health Committee or its counterpart shall periodically monitor and evaluate the implementation of this Policy and Program.

9. EFFECTIVITY

9.1. This Policy shall take place effective immediately and shall be made known to every employee.

Prepared by: 
Jo Hanna R. Melecio
Human Resources

Reviewed by: 
Alfredo P. Camarillo Jr.
Director of Operations

Approved by: Yisroel Y. Gissinger
CEO


Elpidio Abaa Jr

August 28 2020

Employee Static Information (RRCS)



C.R.N. **0006-1488235-5**
 SS Number **06-1488235-5** Date of Birth **07-31-1972**
 Member Name **ABA-A JR., ELPIDIO BORDAH** Date of Coverage **02-1995**
(Surname, First Name Extension Middle Name)

REGISTERED in the SSS WEBSITE on 08-09-2014

Address, Contact & Bank Enrollment Module Information

LOG MEMBER INITIAL VISIT

MEMBER DETAILS

E-I Flag Status	E-I FILED
Sex	MALE
Reporting Date	05-22-1995
Reporting ID	02-2640100-B
Latest ER ID	06-1804935-4
Latest ER Name	FWD BPO INC.
Claim Flag Status	NO CLAIM
SS Number Status	SS NUMBER ACTIVE
Transferred to (New SS Number)	
Coverage Status	COVERED EMPLOYEE
Change in Coverage Status	NO STATUS CHANGE
Date of Loan Disqualification	
SS Number Withdrawal Reason	



REPUBLIC OF THE PHILIPPINES
CERTIFICATE OF LIVE BIRTH
 (FILL OUT COMPLETELY, ACCURATELY, CREDIBLY IN INK OR TYPEWRITER)

Registrar Number: (a) Civil Registrar Office No. _____ (b) Local Civil Registrar No. 760

1. Place of Birth:
 a. Province _____ b. City or Municipality Dipolog City
 2. Usual Residence of Mother (If same does mother live):
 a. Province _____ b. City or Municipality Dipolog City
 4. Number and Street Galayon
 c. Is Residence Inside City Limits? Yes No
 d. Is Residence Inside City Limits? Yes No

3. Name (Type or print) First Middle Last
Eladio Bordia Alano
 4. Sex Male Female
 5. Date of Birth Month July Day 31 Year 2020

7. Name (Type or print) First Middle Last
 8. Age (At date of birth) Years 27
 10. Birthplace Galayon
 11. Usual Residence Dipolog
 12. Usual Residence Dipolog

13. Maiden Name First Middle Last
 14. Age (At date of birth) Years 16
 15. Birthplace Autoginan, Cebu
 16. Previous Deliveries to Mother (Do not include this birth) 0

17a. Signature of Mother [Signature]
 17b. Name in Print Luz B. Bordia, Alano
 17c. Address Galayon, Dipolog City
 18. Mother's Mobile Address, Number, First, City or Municipality, Province
0917 1000000 Dipolog City

19. I hereby certify that I attended the birth of this child who was born on the date above indicated.
 a. Signature [Signature]
 b. Name in Print [Name]
 c. Address [Address]
 20. Received as the Officer in Charge of the Hospital:
 a. Name [Name]
 b. Name in Print [Name]
 c. Title or Position [Title]
 d. Date [Date]
 21. a. Cause of Death as stated from pathological report:
 b. Date when cause of death was supplied:
 22. Legitimacy Legitimate Illegitimate

23. Date and Place of Marriage of Parents of an illegitimate birth:
 Date [Date] Place [Place]
 24. This Certificate is prepared by:
 Signature [Signature]
 Name in Print [Name]
 Title or Position [Title]
 Date [Date]

18-129 (SPACE FOR MEDICAL AND HEALTH RECORDS FOR SPECIAL PURPOSES)

RESERVE FOR BINDING

87
20
1
7
31
27

OF Registrar's Office Form No. 4

University of San Carlos

CEBU CITY, PHILIPPINES



TELEPHONE
7-24-15
7-24-15
9-65-40
ZIP CODE
6000

Office of the University Registrar

October 18, 1993

Date

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that Mr. ELPIDIO B. ABA-A, JR.
graduated from the four-year Business Education Program
of this University with the degree of B.S. BUSINESS ADMINISTRATION
as of October 16, 1993;

THIS IS TO CERTIFY, FURTHER, that he/she is exempted from the requirements
of Special Order, having graduated from the College of Commerce

which is accredited by the Philippine Accrediting Association of Schools, Colleges, and
Universities (PAASCU) of which the University of San Carlos is a charter member;

THIS IS TO CERTIFY, FURTHERMORE, that the exemption from the issuance of
special order granted to PAASCU LEVEL III - ACCREDITED Institutions/programs is
mandated by Batas Pambansa Blg. 232, otherwise known as the Education Act of 1982, as
implemented by MECS Order No. 36, s. 1984, and DECS Order No. 38, s. 1987;

THIS IS TO CERTIFY, FINALLY, that the University of San Carlos has been
officially chosen and identified by the Department of Education, Culture and Sports
(DECS) as one of the EXCELLENT TERTIARY SCHOOLS in the country and, as such, is
given full deregulation or complete administrative, curricular, and financial autonomy,
(DECS Order No. 137, s. 1991, dated December 18, 1991).

THIS certification is issued for employment.



not valid without
official use seal

ROBERTO V. IRATAGOTIA
University Registrar



REPUBLIC OF THE PHILIPPINES
Unified Multi-Purpose ID



CRN - 0006-1488235-5



SURNAME
ABA-A JR.

GIVEN NAME
ELPIDIO

MIDDLE NAME
BORDAJE

SEX: M DATE OF BIRTH: 1972/07/31

ADDRESS
BLK 2 LOT 12 VLT-F VILLA
LEYSON BACAYAN CEBU CITY
CEBU PHL 6000

[Signature]



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE

ABA-A JR., ELPIDIO BORDAJE

TIN: **178-724-515-000**

BLK 2 LOT 12 VLT- F
BACAYAN, CEBU CITY

BIRTH DATE: 07/31/1972

ISSUE DATE: 09/17/2012



[Signature]

SIGNATURE



12-050675767-9

PhilHealth Number

ABA-A JR, ELPIDIO BORDAJE

Membership Profile

Member Information

Pag-IBIG MID: 121025090750 Membership Category: EMPLOYED - PRIVATE EIN/Logos ID: 000214493203 Birth Date: 07/31/1972 Age:

Name of Member: ABA A LPIENO R BORDAJE MSB MANDALIT

Last Name: ABA A First Name: LPIENO Name Extension: R Middle Name: BORDAJE

Permanent Address: Employer Name: FWD SPO INC

Account Number	Program	Initial Per Cap	Last Per Cap	Initial Remittance	Last Remittance	No. of MS	Membership Status
121025090750	Pag-IBIG I	201701	202005	04/28/2017	06/04/2020	31	ACTIVE

Total Accumulated Value

Currency	EE Share	ER Share	Total MC	Dividends	Div
PHP	1,800.00	1,000.00	7,600.00	622.99	8,222.99

[MC Subsidiary Ledger](#) | [Claims Details](#) | [Accounts Payable](#) | [Short Term Loan](#) | [Merging History](#) | [Records from Legacy](#)

View:

Member Subsidiary Ledger

Unit Code	Employee ID	Reference No.	Term Date	Period Covered	EE Share	ER Share	MC Balance	Dividends	On Balance	Total	
<input type="checkbox"/>	101	20047500001	17119999300140	04/25/2017	201701	100.00	100.00	200.00	0.00	0.00	200.00
<input type="checkbox"/>	101	20047500001	171450001010140	05/25/2017	201704	100.00	100.00	400.00	0.00	0.00	400.00
<input type="checkbox"/>	101	20047500001	171810001340140	06/30/2017	201705	100.00	100.00	600.00	0.00	0.00	600.00
<input type="checkbox"/>	101	206600700001	02412700	07/18/2017	201706	100.00	100.00	900.00	0.00	0.00	900.00
<input type="checkbox"/>	101	206600700001	04035470	09/13/2017	201708	100.00	100.00	1,000.00	0.00	0.00	1,000.00
<input type="checkbox"/>	101	206600700001	06662387	10/19/2017	201709	100.00	100.00	1,200.00	0.00	0.00	1,200.00
<input type="checkbox"/>	101	206600700001	173270001040140	11/23/2017	201710	100.00	100.00	1,400.00	0.00	0.00	1,400.00
<input type="checkbox"/>	101	206600700001	173599993240140	12/19/2017	201711	100.00	100.00	1,600.00	0.00	0.00	1,600.00
<input type="checkbox"/>	101	206600700001		12/31/2017		0.00	0.00	1,800.00	0.00	0.00	1,800.00
<input type="checkbox"/>	101	206600700001	180219997330140	01/19/2018	201712	100.00	100.00	2,000.00	0.00	0.00	2,000.00

iPloy Gift Policy

The aim of this policy is to establish a uniformity relating to the acceptance of gifts, including gratuities and rewards. This policy applies to employees of the company. Employees include all permanent, part-time, temporary and probationary status.

"Gift" means any bestowal of money, any item of value, service, loan, thing or promise, discount or rebate for which something of equal or greater value is not exchanged. Payments for travel, entertainment and food are also considered as gifts.

Employees are required NOT to solicit or accept for personal benefit directly or indirectly any gift from any employee/s or company that is seeking to conduct or is currently conducting business with the Company. Any gift with a substantial monetary value of more than Php200 should be returned to the giver.

Any violations will be subject to the iPloy Code of Conduct and Discipline. Infractions for this policy is tagged under Level 2 offense and follow these progression:

- a. 1st Instance – Written Warning
- b. 2nd Instance- Final Written Warning
- c. 3rd Instance- Dismissal

If in doubt, employees should with management on the appropriateness of any gift exchange.

Employee Acknowledgement

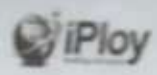
I have read, understand and agree to comply with the foregoing policies, rules and conditions governing the iPloy Gift Policy.

Elpidio Aba-a Jr

Name: _____

Signature: _____

Date: August 28, 2020



Date : January 1, 2018
To : ALL EMPLOYEES CONCERNED
From : Human Resources
Thru : Operations Manager
Subject : DRUG-FREE WORKPLACE POLICY AND PROGRAM

Handwritten signature

1. OBJECTIVE

- 1.1. In compliance with Article V of Republic Act No. 9165, otherwise known as the Comprehensive Dangerous Drugs Act of 2002, and its Implementing Rules and Regulations and DOLE Department Order No. 53-03, series of 2003 (Guidelines for the Implementation of a Drug-Free Workplace Policies and Programs for the Private Sector), iPloy Inc. hereby adopts the following policies and programs to achieve a drug free workplace;
- 1.2. Company policy is to maintain a workplace free of illegal drugs. To ensure that the objectives of the company's corporate policy are met, the company is implementing this drug-free program. The program will have the following elements:

2. COVERAGE

- 2.1. This Program shall apply to all employees regardless of their employment status.

3. POLICY STATEMENT

- 3.1. The use, possession, solicitation for, or sale of dangerous drugs on company premises or while performing an assignment.
- 3.2. Being impaired or under the influence of dangerous drugs away from the company, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- 3.3. Possession, use, solicitation for, or sale of dangerous drugs away from the company premises, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the company's reputation.
- 3.4. The presence of any detectable amount of dangerous drugs in the employee's system while at work, while on the premises of the company, or while on company business. "Dangerous Drugs" include those listed in the Schedules annexed to the 1961 Single Convention on Narcotic Drugs, as amended by the 1972 Protocol, and in the Schedules annexed to the 1971



DRESS CODE POLICY
(What NOT to wear to work)

Policy

All iPloy Staffing Solutions employees are expected to wear clothing that is appropriate for their job and work site. Clothing and appearance should be neat, clean, in good business taste, and shall not constitute a safety hazard. The following standards of dress code are established to provide direction for employees to maintain the professionalism that iPloy Staffing Solutions advocates.

Procedure

Employees shall practice good personal hygiene, select attire that is clean and in good repair, and presents a professional image. Management may make exceptions for special occasions, and will work with Human Resources to determine whether attire is unprofessional on a case-by-case basis.

Examples of unprofessional attire include but are not limited to:

For Female Employees:

1. Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
2. Strapless dresses or tops unless such garments are covered by another article of clothing always (e.g., a sweater or jacket)
3. Spaghetti straps, lingerie inspired garments unless such garments are covered by another article of clothing always (e.g., a sweater or jacket);
4. Leggings, jeggings, sweat pants, jogging pants and pajamas
5. Stomach exposing tops
6. Sheer or mesh clothing that exposes undergarments or midriffs;
7. Skirts above the knee
8. Flip-flops or Sandals. Anything that shows toe/s
9. Tattered pants
10. Shirts without collar
11. Short pants

For Male Employees

1. Clothing with a printed message, slogan, political messages, picture or art depicting drugs, alcohol, smoking, sex, weapons, violence, or that is obscene or disrespectful;
2. Tank or muscle tops unless such garments are covered by another article of clothing always (e.g., a sweater or jacket);
3. Shirts without collar
4. Sheer or mesh clothing that exposes undergarments or midriffs;
5. Flip-flops or Sandals. Anything that shows toe/s
6. Tattered pants
7. Jogging pants, sweat pants and pajamas

iPloy Incorporated
11th Floor MSY Tower
Pescadores Road Cebu Business Park,
Cebu City 6000



8. Short pants

An employee unsure of what is appropriate should check with a supervisor, manager, or Human Resources Department. Supervisors shall provide guidance as to proper attire and grooming.

Dress Code Policy will be strictly implemented from Mondays – Thursdays. Employees can wear their preferred clothing/s every Fridays however it should still be within the acceptable borderline of DECENCY.

Elpidio Abaa Jr

Name: _____

Signature: _____

Date: August 27, 2020


DATE : April 3, 2018
To : ALL EMPLOYEES
FROM : HUMAN RESOURCES DEPARTMENT
THRU : OPERATIONS MANAGER
SUBJECT : MEMO: CALL IN FOR OUT OF OFFICE

In order to properly monitor out of office employees, a new process to call in/report absence will be implemented effective Monday, April 9, 2018.

Guidelines:

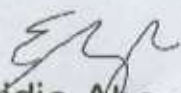
1. In cases of late and/or absences, employee should report to Human Resources through SMS or Call via HR hotline: 0917-709-7074
2. Notification should contain the following information:
 - a. Complete (real) Name
 - b. Department
 - c. Team Leader
 - d. Call in for: (Whole day Absent, Half-day Absent, Late)
 - e. Reason
3. HR will be the one to send notification to Operations Management
4. No call in should be communicated through Team leads or any other employee. It should be done by the employee or his/her relatives
5. Notification should be at least two (2) hours before the employee's shift
6. If an employee is advised to rest/confined in the hospital, number of rest days as advised by the physician should be indicated. Otherwise, employee must send notification daily
7. Failure to notify will be tagged as No Call, No Show and/or unscheduled absence and will be dealt with according to our Code of Conduct and Discipline.

For your guidance and strict compliance.


Jo Hanna Melecio
Human Resources

Noted by:


Alfredo Camarillo Jr.
Director, Operations


Elpidio Aba-a Jr
August 28, 2020

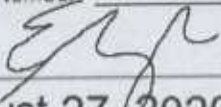


CONSENT FOR PRE-EMPLOYMENT REFERENCE AND BACKGROUND CHECKS

I, Elpidio Abaa Jr hereby authorize iPloy Inc. and/or its representatives to make investigation of my background, references, character, past employment, consumer reports, education, and criminal history record information which may be in any state or local files, including those maintained by both public and private organizations, and all public records, for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. A telephone facsimile (fax), scanned copy or xerographic copy of this consent shall be considered as valid as the original consent.

I hereby consent to the Company's verifying all the information I have provided on my application form. I also agree to execute as a condition of employment or a condition of continued employment any additional written authorization necessary for the company to obtain access to and copies of records pertaining to this information. With regard to the foregoing disclosures, I hereby agree to release any person, company, or other entity from any and all causes of action that otherwise might arise from supplying the Company with information it may request pursuant to this release. I understand that any false answers or statements, or misrepresentations by omission made by me on this application or any related document, will be sufficient for rejection of my application or of my immediate discharge should such falsifications or misrepresentations be discovered after I am employed.

I release iPloy Inc., its employees, designated representatives, agents, officers and trustees from any and all claims of liability or damage due to either the procurement or the true and accurate disclosure of such records or information.

Applicant Name: Elpidio Abaa Jr
Present Address: blk2 lot12 VLT-F Villa Leyson Cebu City
Social Security Number: 06-1488235-5 Date of Birth: July 31, 1972
Signature: 
Date: August 27, 2020