

December 24, 2022

Astrid Sameon Inso

Asset Recovery

B10 L13 Bf Better Living Subd. Basak, Lapu-Lapu City 6015

Dear Ms. Inso,

This is regarding the Notice to Explain issued to you last December 9, 2022 Shift 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 December 16, 2022 at 11:00 PM Local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit:

- **Rules on Customer Client Relations Section 5 - Engaging in indecent or offensive behavior towards customers or clients.**
- **Rules on Customer Client Relations Section 6 - Deliberately mishandling a customer transaction, service or need.**

Violation of these provisions is punishable by Suspension up to and including termination on first offense.

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.

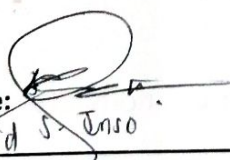
Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

Sincerely yours,

Noted by:


Rameilyn C. Castanares
HR Manager


Angelo Manal
Operations Manager

Conforme: 
Astrid S. Inso
Name and Signature of the Employ

Date signed:
12/27/2022