

October 28, 2022

Mariel Babiera Bacarisas
Intake
Camparville Buhisan Cebu City

Dear Ms. Bacarisas,

This is regarding the Notice to Explain issued to you last May 27, 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 28, 2022 at 5:00 AM 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 6 which states that "Deliberately mishandling a customer transaction, service or need" is punishable by Suspension up to and including termination.

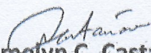
Enclosed a table below showing the progression of sanction of the said violation you incurred for your reference.

VIOLATION	DATE OF VIOLATION	PROGRESSION OF SANCTION	NUMBER OF INSTANCE	SANCTION GIVEN
Mishandling	January 13, 2022	Suspension to Dismissal	1 st	Suspension – February 8, 2022
Mishandling	May 24, 2022	Suspension to Dismissal	2 nd	Termination

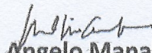
Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC and your last day of work will be on **October 31, 2022**. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

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

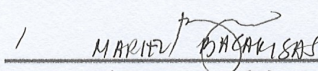
Sincerely yours,


Ramelyn C. Castanares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:


Name and Signature of the Employee

Date signed:

10/31/2022