

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



March 18, 2023

Honey Grace Abatayo Basera
Documentation Recerts
Acro Cantabaco Toledo City

Dear Ms. Basera,

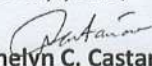
This is regarding the Notice to Explain issued to you last February 11, 2023 for alleged violation of the company's **Code of Conduct and Discipline**.

Upon evaluation of the facts and the investigation made during the administrative hearing held last February 17, 2023 at 12:00 AM Local, 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 27 – Sleeping**


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.

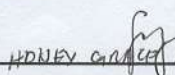
Sincerely yours,


Ramelyn C. Castanares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:


HONEY GRACE A. BASERA
Name and Signature of the Employee

Date signed:

3/18/23