

April 5, 2023

Miguel Basallo Gallardo

Documentation Recerts

Fidel Bas St., Linao, Talisay City, Cebu

Dear Mr. Gallardo,


This is regarding the Notice to Explain issued to you last February 16, 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 March 1, 2023 at 5:00 AM Local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** under **Rule 1 on Proper Conduct and Decorum Section 27** which prohibits **"Sleeping while on duty"**

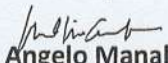
Based on the foregoing, we regret to inform you that we are ending your employment with iPloy, OPC effective immediately. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

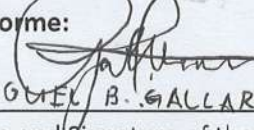
Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

Sincerely yours,


Ramelvn C. Castanares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:  4:15 AM
MIGUEL B. GALLARDO 04/05/23
Name and Signature of the Employee

Date signed:
4:15 AM