

January 4, 2023

**Van William Mangco De Vera**

Documentation Recerts

Sacris Rd. Bakilid Mandaue City Cebu

Dear Mr. De Vera,

This is regarding the Notice to Explain issued to you last October 19, 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 December 15, 2022 at 2:30 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**

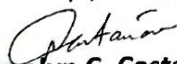
Enclosed a table below showing the progression of sanction of the said violation you incurred for your reference.

<b>VIOLATION</b>	<b>DATE OF VIOLATION</b>	<b>PROGRESSION OF SANCTION</b>	<b>NUMBER OF INSTANCE</b>	<b>SANCTION GIVEN</b>
Sleeping	February 11, 2022	Suspension to Dismissal	1 <sup>st</sup>	Suspension – March 23, 2022
Sleeping	September 30, October 7 and 19, 2022	Suspension to Dismissal	2 <sup>nd</sup>	Termination

Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC effective tomorrow, **January 5, 2023**. 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.

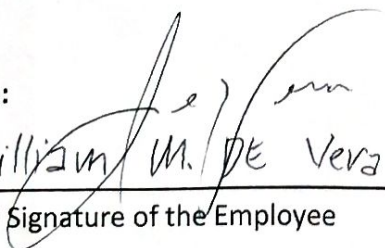
Sincerely yours,

  
**Ramelyn C. Castanares**  
HR Manager

Noted by:

  
**Angelo Manal**  
Operations Manager

Conforme:

  
**Van William M. De Vera**  
Name and Signature of the Employee

Date signed:

1/5/23