

January 17, 2023

Luis Balmera Rufin

Stop/Held Patient Contact

M. Logarta St. Sitio Mahusay Subangdaku Mandaue City

Dear Mr. Rufin,

This is regarding the Notice to Explain issued to you last December 6, 2022 for alleged violation of the company's **Code of Conduct and Discipline**.

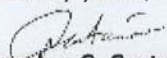
Upon evaluation of the facts and the investigation made during the administrative hearing held last December 13, 2022 at 2:30 AM Local, it was established that you indeed violated the company's **Code of Conduct and Discipline Policy** to wit: **Rules on Proper Conduct and Decorum Section 12 Unscheduled Absences is punishable by Documented Verbal Warning up to Dismissal**.

The table below shows the progression of sanction of the said violation you incurred for your reference.

OCCURRENCE	DATE OF VIOLATION	SANCTION GIVEN
1st	May 20 and 24, 2022	Documented Verbal Warning
2nd	June 22,23,24,27,28,29,30 and July 1, 2022	Written Warning
3rd	August 11 and 30, 2022	Final Written Warning
4th	October 13 and 14, 2022	Suspension: Nov 22 and 29, 2022
5th	November 25 and 28, 2022.	Termination

Based on the foregoing, we regret to inform you that we are ending your employment with iPloy, OPC effective, **January 18, 2023**. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

Sincerely yours,


Ramelyn C. Castanares

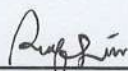
HR Manager

Noted by:


Angelo Manal

Operations Manager

Conforme:

LUIS RUFIN 
Name and Signature of the Employee

Date signed:

1-17-2023