

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



John Paul Basañez Aves
Patient Pay
139- V. Urgello St. Sambag 2 Cebu City

Dear **Mr. Aves**,

This is regarding the Notice to Explain issued to you last December 2, 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 10, 2022 at 4AM, and with all the available evidences submitted for this case, it was established that you indeed violated the Company's **Code of Conduct and Decorum Policy** to wit:

Rule 1 Section 10 under Offenses against Rules on Proper Conduct and Decorum:

Tardiness means:


(a) 3 Counts of Tardiness of less than an hour in a month is considered 1 instance.

(b) 1 Count of Tardiness of more than an hour in a month is considered 1 instance.

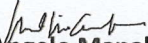
Based on the foregoing, we regret to inform you that we are ending your employment with iPloy OPC effective immediately. Please coordinate with HR for proper turnover of all accountabilities (Company ID, headset, PC Set, etc.) issued to you by the company.

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


Sincerely yours,


Rameilyn C. Castanares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:


JOHN PAUL AVES
Name and Signature of the Employee

Date signed:

101-19-23