

**END OF PROBATIONARY CONTRACT NOTICE**

October 26, 2022

**Joshua Dantes Aguilar**

Blk 2 Lot 40 Villa Donna Biasong, Talisay City, Cebu 6045

Dear **Mr. Aguilar**,

Your probationary employment as a **Customer Service Representative** has been subject to evaluation from the date you were hired up to present. Thus, it is expected that continuing good work performance, attendance and work attitude are to be maintained. You were given expectation to adhere to the department's set standards of your job, as well as company policies and practices, which has been made known to you from the day you were hired.

In view of this, we find that you were not able to meet the standards for you to become a regular employee of iPloy OPC. Thus, we regret to inform you that we are ending your probationary contract effective **October 27, 2022**.


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

Very truly yours,



Niigel Arganza  
Human Resources

Noted by:



Alfredo Camarillo Jr.  
Director of Operations

Acknowledged by:



JOSHUA D. AGUILAR  
Name Signature Over Printed

## Administrative Hearing Form / Conference

<b>Case</b>	: <u>Discuss</u>	<b>Date</b>	: <u>October 27, 2022</u>
<b>Employee Involved</b>	: <u>Joshua Aguilar</u>	<b>Time</b>	: <u>5:40 AM</u>
<b>Program/ Department</b>	: <u>confirmation</u>	<b>Venue</b>	: <u>HR - Montager ex</u>
<b>Immediate Superior</b>	: <u>Lady Lao</u>	<b>Ref. #</b>	: _____

**Remarks / Agreement:**

- Employee confirms awareness of the company policy being violated, and its provisions and sanctions for Violations against it.
  - Employee confirms that the signature on the Notice issued and explanation are his/hers.
  - Employee confirmed previous infractions and was given appropriate sanctions and coaching sessions.
- Josh doesn't have any idea
- Quantity of work - 3
- Quality of work - she was given 1 because there was no improvement even if she was given multiple chances in regard to her QA.
- Knowledge of Job - 2
- Relation with supervisor - 3
- Cooperation with others - 3
- Attendance and reliability - 2 - he was given 2 for he incurred 6 absences and did not notify real time
- Client informed TL was not notified that Joshua made a mistake, she was notified when the onshore client responded to the email and cced/looped in TL lady.
- As per Joshua, he did not notify TL for he thought TL was already looped in but as per TL she was not looped in.
- Joshua was enrolled in PIP program in September 2022 for he failed his QA since July to present.
- Joshua also confirmed that he tried his best to at least hit the goal but still failed to do so.

It was explained to Joshua that we have client standards and expectations to meet.

By signing this document, the signatories confirm that they have attended the administrative hearing and has reviewed and agrees to the content of this document.

**Additional Attendees during conference:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Schedule for FEEDBACK Discussion:**

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Venue: \_\_\_\_\_

**Conforme:**

*[Signature]*  
 JOSHUA D.  
 Employee / Trainee Involved

\_\_\_\_\_  
 Immediate Supervisor

**Minutes taken by:**

*[Signature]*  
 Signature on top of printed name