

**END OF PROBATIONARY CONTRACT NOTICE**

November 10, 2022

**Joseph Segarra Sardual**  
Ktn-I Basak Pardo Cebu City 6000

Dear **Mr. Sardual**,

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 immediately.

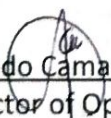
Thank you for the services you have rendered to the company and we hope for your success in your future endeavors.

Very truly yours,



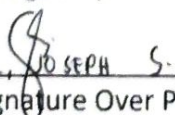
Niege Arganza  
Human Resources

Noted by:



Alfredo Camarillo Jr.  
Director of Operations

Acknowledged by:



SARDUAL, JOSEPH S.  
Name Signature Over Printed

cc:Human Resources/file

## Administrative Hearing Form / Conference

Case : 5th Month Evaluation Discussion/EOC Date : Nov 10, 2022  
Employee Involved : Joseph Sardua Time : 5:35 AM  
Program/ Department : Asset Recovery Venue : The ACCT  
Immediate Superior : Ann Poliquit Ref. # : \_\_\_\_\_

### 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.

- Joseph confirmed awareness about his infraction being committed.
  - As per Joseph, TL Ann was able to explain his 3rd month evaluation clearly.
  - Quantity of Work - ~~2~~ she was given 2 because not all the time he's at work
  - Quality
    - Knowledge of Job - he was given 2
    - Relationship w/ TL - 3 for TL likes his attitude
    - Reliability - 1 due to his attendance.
    - Creativity - 1 in relation to
    - Capacity to Develop - 1 - TL have seen that he's not dedicated about what he promised.
    - Productivity - he was given 1 for he's always out of office.
  - Joseph was asked if he has questions/clarifications regarding the rating that was given to him, or per him none.
  - Joseph is also aware about his attendance especially it was discussed by his TL his 3rd month evaluation and he promised to improve his attendance but still failed to do so.
  - It was made clear to Joseph from the very start how the important it.
  - It was mentioned to Joseph that probationary is the best time for him to make an
- By signing this document, the signatories confirms 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

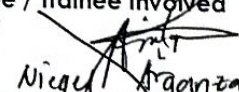
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Venue: \_\_\_\_\_

Conforme:

  
\_\_\_\_\_  
Employee / Trainee Involved

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

Minutes taken by:

  
\_\_\_\_\_  
Signature on top of printed name

- impression not only to her TL, to the company but also to the client especially they have direct contact to our onshore client.
- Joseph is aware ~~that~~ <sup>of</sup> about the reason why his employment is being terminated.

SARDUAL, JOSEPH S.  
RHOMIL VINCENT LUBANGA

Cherry Ann Poliquit

### EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Joseph Sardual	Date Accomplished: September 12, 2022
Employee Number: 3012	Role: CSR -Asset Recovery
Employment Status: Probationary	Supervisor: Cherry Ann Poliquit
Evaluation Period: 3rd Month	Operations Manager: Angelo Manal

**Instructions to Supervisor:** Supervisors should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

1 = Unacceptable;      2 = Needs Improvement;      3 = Satisfactory

Attribute	Score
<p style="text-align: center;"><b>QUANTITY OF WORK</b></p> <p>The extent to which the employee accomplishes assigned work of a specified quality within a specified time</p>	2
<p style="text-align: center;"><b>QUALITY OF WORK</b></p> <p>The extent to which the employee's work is well executed, thorough, effective, accurate</p>	2
<p style="text-align: center;"><b>KNOWLEDGE OF JOB</b></p> <p>The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position</p>	2
<p style="text-align: center;"><b>RELATIONS WITH SUPERVISOR</b></p> <p>The way the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same</p>	3
<p style="text-align: center;"><b>COOPERATION WITH OTHERS</b></p> <p>The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates' supervisors, and customers</p>	3
<p style="text-align: center;"><b>ATTENDANCE AND RELIABILITY</b></p> <p>The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent</p>	2
<p style="text-align: center;"><b>INITIATIVE AND CREATIVITY</b></p> <p>The extent to which the employee is self-directed, resourceful, and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances</p>	3
<p style="text-align: center;"><b>CAPACITY TO DEVELOP</b></p> <p>The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities</p>	3

## EMPLOYEE PERFORMANCE EVALUATION

Employee Name: Joseph Sardual	Date Accomplished: November 1, 2022
Employee Number: 3012	Role: CSR -Asset Recovery
Employment Status: Probationary	Supervisor: Cherry Ann Poliquit
Evaluation Period: 5 <sup>th</sup> Month	Operations Manager: Angelo Manal

**Instructions to Supervisor:** Supervisors should refer to the employee's job description when completing this form; the evaluation should focus on the employee's ability to perform the job duties listed in the job description. Indicate the evaluation of the employee's job performance by writing a number between 1 and 3 on the blank line to the right of each attribute, in the appropriate column. Use the following scale:

1 = Unacceptable;      2 = Needs Improvement;      3 = Satisfactory

Attribute	Score
<p style="text-align: center;"><b>QUANTITY OF WORK</b></p> <p>The extent to which the employee accomplishes assigned work of a specified quality within a specified time</p>	2
<p style="text-align: center;"><b>QUALITY OF WORK</b></p> <p>The extent to which the employee's work is well executed, thorough, effective, accurate</p>	2
<p style="text-align: center;"><b>KNOWLEDGE OF JOB</b></p> <p>The extent to which the employee knows and demonstrates how and why to do all phases of assigned work, given the employee's length of time in his/her current position</p>	2
<p style="text-align: center;"><b>RELATIONS WITH SUPERVISOR</b></p> <p>The way the employee responds to supervisory directions and comments. The extent to which the employee seeks counsel from supervisor on ways to improve performance and follows same</p>	3
<p style="text-align: center;"><b>COOPERATION WITH OTHERS</b></p> <p>The extent to which the employee gets along with other individuals. Consider the employee's tact, courtesy, and effectiveness in dealing with co-workers, subordinates' supervisors, and customers</p>	2
<p style="text-align: center;"><b>ATTENDANCE AND RELIABILITY</b></p> <p>The extent to which employee arrives on time and demonstrates consistent attendance; the extent to which the employee contacts supervisor on a timely basis when employee will be late or absent</p>	1
<p style="text-align: center;"><b>INITIATIVE AND CREATIVITY</b></p> <p>The extent to which the employee is self-directed, resourceful, and creative in meeting job objectives; consider how well the employee follows through on assignments and modifies or develops new ideas, methods, or procedures to effectively meet changing circumstances</p>	2
<p style="text-align: center;"><b>CAPACITY TO DEVELOP</b></p> <p>The extent to which the employee demonstrates the ability and willingness to accept new/more complex duties/responsibilities</p>	1

<b>PRODUCTIVITY</b>	
Average daily calls made by the employee indicate productivity and efficiency in performing the tasks at hand	2
<b>TOTAL SCORE</b>	17/9
<b>AVERAGE</b>	1.9

**Comments to Supervisor and Employee:** Supervisors should discuss the evaluation results with the employee. At a minimum, employees must be given a copy of the evaluation for their own records. Both the supervisor and the employee should sign the evaluation form. The employee signature indicates only that the employee received a copy of the evaluation. It does not necessarily signify employee concurrence. Both employees and supervisors are strongly encouraged to include written comments.

EVALUATION      *A Poliquit*  
 Cherry Ann Poliquit | 11/01/2022  
 (Supervisor Signature and Date)

*Joseph Sardual*  
 Joseph Sardual | 11/01/2022  
 (Employee Signature and Date)

Employee Comments (please include date; attach additional paper if necessary):

Supervisor Comments (please include date; attach additional paper if necessary):

Joseph, I been watching you for the past 3 months and have set proper expectations from you regarding the key deliverables on your task and responsibilities as an employee. I been encouraging you to work on your attendance and tardiness as you are aware that this is one of the most important attribute on your employment that leads to poor performance thru out your 3 month evaluation, that I and the management have decided to end your contract.

**TO BE COMPLETED ONLY AT LAST EVALUATION BEFORE END OF EVALUATION PERIOD:**

**For 6<sup>th</sup> Month Evaluation**

- I recommend this probationary employee become permanent and continuous.
- I recommend this probationary employee be dismissed before the end of the probationary period and will submit the appropriate forms.

**For Annual Evaluation**

- Satisfactory performance **has been** demonstrated throughout the evaluation period.
- Satisfactory performance **has not been** demonstrated throughout the evaluation period

*A Poliquit*  
Cherry Ann Poliquit  
 Supervisor Signature

November 01, 2022  
 Date

*Angelo Manal*

ANGELO MANAL  
 Director of Operations

11/4/22  
 Date