

February 2, 2023

Gerald Bianes Guira

CSR Breast Pumps / Nebs
Sitio Ubca 1, Quiot Pardo Cebu City, 6000

Dear Mr. Guira,

This is regarding the Notice to Explain issued to you last January 5, 2023 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 January 11, 2023 at 10:00 PM 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**


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

VIOLATION	DATE OF VIOLATION	PROGRESSION OF SANCTION	NUMBER OF INSTANCE	SANCTION GIVEN
Unscheduled Absence	17-Aug-22	Documented Verbal Warning to Dismissal	1st	Documented Verbal Warning
Unscheduled Absence	9-Sep-22	Documented Verbal Warning to Dismissal	2nd	Written Warning
Unscheduled Absence	1-Nov-22	Documented Verbal Warning to Dismissal	3rd	Final Written Warning
Unscheduled Absence	November 11 and 14, 2022	Documented Verbal Warning to Dismissal	4th	Suspension: Nov 22 and 29, 2022
Unscheduled Absence	December 23 and 27, 2022	Documented Verbal Warning to Dismissal	5th	Termination

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.

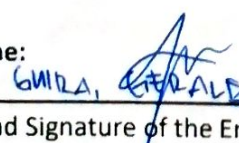
Sincerely yours,


Ramelyn C. Castanares
HR Manager

Noted by:


Angelo Manal
Operations Manager

Conforme:


GUIRA, GERALD B.
Name and Signature of the Employee

Date signed:

01/02/23