

## NOTICE OF DECISION

DATE: null

TO: Alfren Cordova - (131494), Full Stack Developer

FROM: Human Resources Department

**SUBJECT: Regarding the Notice of Explain Dated October 10, 2025 concerning Absence Without Leave (AWOL) of the Company Code of Discipline.**

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### Incident Report:

Employee ID : 131494

Position Title : Full Stack Developer

Immediate Superior : Chev Go

Date and Time of Incident Report : October 01, 2025

Employee Name : Alfren Cordova

Department : UC

Department Head :

It was reported to the HR Department that you were allegedly ds

### Statement of Facts:

We have received your explanation, and it indicates the following:

Upon thorough assessment of facts, evidence, and your explanation, management has reached a decision regarding the allegations against you.

### Conclusion of the Case:

It has been established that (Overall Findings goes here)

The evidence presented (if any), including screenshots, shows that your actions have violated one or more provisions of the company's Code of Conduct and Ethics, specifically:

Violations Committed: ds

These offense/s are classified as CLASS A - Light Offense violation/s, warranting disciplinary action up to termination.

### Decision of the Case:

Given the gravity of these offenses and their impact on the company, the management has decided to impose –

- Final Warning With Suspension

This shall be effective on null

This Notice and all processes undertaken per terms hereof will be documented in your Personal File.

Note that the company reserves its right to further pursue, either on its own or jointly with any relevant party, any and all criminal, civil and/or administrative action against you on account of the circumstances and events that have resulted in this decision.

Respectfully,



Chev Go  
Manager

Full Potential Solution



Chev Go  
Manager

**Stephane M**

VP

**Received and Acknowledged by:**

Employee Name & Signature: Alfren Cordova