

NOTICE TO EXPLAIN

DATE : October 10, 2025

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

FROM : Chev Go - (121040), Manager

SUBJECT: Regarding the alleged Violations on Absence Without Leave (AWOL) and Art. 297 of the Labor code

Incident Report:

It was reported to the HR Department that you were allegedly sada. Please refer to the details provided below:

Employee ID : 131494

Employee Name : Cordova, Alfre

Position Title : Full Stack Developer

Department : UC

Immediate Superior : Chev Go

Department Head :

Date and Time of Incident Report : October 01, 2025

The following violations of the Code of Discipline are being alleged:

Violations Committed:

ds

In addition, these acts may constitute violations under Article 297 of the Labor Code of the Philippines, specifically:

ART. 297. [282] Termination by Employer. An employer may terminate an employment for any of the following causes:

- (a) Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in connection with his work;
- (b) Gross and habitual neglect by the employee of his duties;
- (c) Fraud or willful breach by the employee of the trust reposed in him by his employer or duly authorized representative;
- (d) Commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representatives; and
- (e) Other causes analogous to the foregoing.

In this regard, you are hereby given five (5) calendar days for Class C-D Infractions and two (2) calendar days for Class A-B Infractions upon receipt of this memorandum to explain in writing why no disciplinary action should be taken against you. This explanation letter shall give you the opportunity to explain your situation.

Failure on your part to provide or submit a written explanation within five (5) calendar days and be present during the administrative hearing will be deemed a waiver of your right to be heard, and we shall be constrained to proceed with the administrative inquiry with the available information and evidence at hand.

Please be reminded to keep this case confidential and not to disclose or discuss any issues pertaining to the enumerations herein to anybody except to the undersigned. Furthermore, you are reminded of our policy against taking retaliatory actions against employees for reporting violations in the Code of Discipline or violation of any of the established policies and procedures.

Approved

Full Potential Solution

Chev Go
Manager
