



NOTICE TO EXPLAIN

NTE Reference Code: **DMI-NTE-NETCAP-20251123-DMI-1008**

Employee Name: Analiza Cua
Date Issued: November 23, 2025
Position: Customer Sales Associate / Network Capital

Dear Mr./Ms. Analiza Cua,

This Notice is being issued to require you to explain in writing why no disciplinary action should be imposed on you for the following incident(s):

Violation of House Rules # 11 - Sleeping inside the production floor during the scheduled shifts is strictly prohibited

On November 14, between 5:23 AM and 8:00 AM, footage from the NetCapBay camera at the JM Miranda Site documents Analiza Cua asleep while on duty, constituting a misconduct of this nature and a violation of company policy.

You are hereby directed to submit your **written explanation** regarding the above-mentioned matters within **five (5) working days** from receipt of this Notice. You may also submit any supporting evidence to substantiate your explanation.

You may be invited to attend an administrative hearing to ensure that due process is observed, in accordance with existing labor laws.

Failure to submit your **written explanation** within the prescribed period will be considered a **waiver of your right to be heard**, and the Company shall proceed to evaluate the case based on the information available.

Please be advised that, depending on the outcome of the investigation, you may be subject to disciplinary action, up to and including termination of employment, in accordance with company policies and the **Labor Code of the Philippines**.

Adrian Avenido's Signature Over Printed Name

ACKNOWLEDGMENT OF RECEIPT OF THE NOTICE TO EXPLAIN

I, Analiza Cua, confirm that I have received the Notice to Explain dated November 23, 2025 and that I am given a period of **five (5) working days** from today to submit my **written explanation**.

Date and Time of Receipt:

Analiza Cua's Signature Over Printed Name

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