



Date : February 28, 2023
To : Frank Vinzon B. Escramosa
Subject : Notice to Explain

On February 21, 2023, the WAD Assistant Team Lead escalated a matter to the People & Culture team following attendance and communication issues and substandard work performance, to wit:

- On February 15, 2023
 - Mr. Escramosa was assigned with an optimization task, with a usual turnaround time of 1 day or 24 hours. However, there was no update or comment on Salesforce by end of day. (See Appendix 1)
- On February 16, 2023
 - At 9:38 AM, Mr. Escramosa notified his leads via Slack that he needed to file for half-day sick leave as he was not feeling well. (See Appendix 2)
 - The team raised a concern via Slack on the pending optimization task to which Mr. Escramosa was able to respond. However, at 9:49 AM, when the SME asked a follow-up question as to why he did not leave any update or comment on his task, the team no longer received a response. (See Appendix 2)
 - Considering his 6:30 AM to 3:30 PM shift, his half-day sick leave begins at 10:30 AM hence he was expected to still be responsive before 10:30 AM.
- On February 17, 2023
 - Mr. Escramosa reported back to work, confirmed that he clocked out at 10:30 AM last February 16, and only provided updates via Slack on his pending task at 1:32 PM. (See Appendix 3)
- Mr. Escramosa has failed to comply with the Work From Home Rules (Communication). He has been working in the company in a remote set-up for almost 2 years now and should be able to act in accordance with the expected communications. (See Appendix 4)

Pursuant to our Employee Handbook, these actions, if fully established, constitute **violation of company policy and regulations and poor work performance after training and support**, an offense which warrants imposition of disciplinary sanctions against you.

Nevertheless, relative to the foregoing and in the interest of due process and fair play, you are given this chance to provide us with a written explanation within five (5) calendar days from receipt of this notice (**on or before March 5, 2023**), for our consideration.

You are further invited for a conference call on **March 6, 2023 at 2 PM** via Google Meet, meet.google.com/iji-qsop-whg, as this will give you additional opportunity to verbally explain your side and present your witnesses (if any), and other evidence regarding the said disciplinary matters.



Failure to provide us your written explanation and attend the conference call shall mean disposition of your case using the current files on hand.

Please give this matter your preferential attention.

Sincerely,

For and on behalf of TaoCrowd, Inc.

Bernice Buenafe

Group Head of People & Culture

Noted by:

Davis Faigao

Web Production Supervisor / Group Head

Received by:

Frank Vinzon B. Escramosa

Name & Signature of Employee

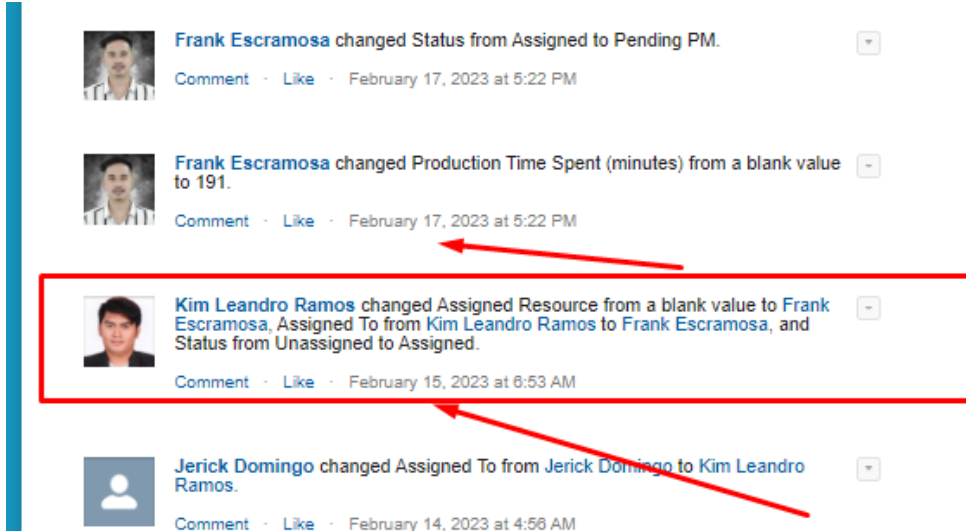
Date: _____

TAOCROWD, INC.

Unit 707 One Park Drive, Bonifacio Global City, Taguig, 1634 Philippines
(+632) 8634-2561

Appendix

- February 15, 2023: Mr. Escramosa was assigned with an optimization task, with a usual turnaround time of 1 day or 24 hours. However, there was no update or comment on Salesforce by end of day.



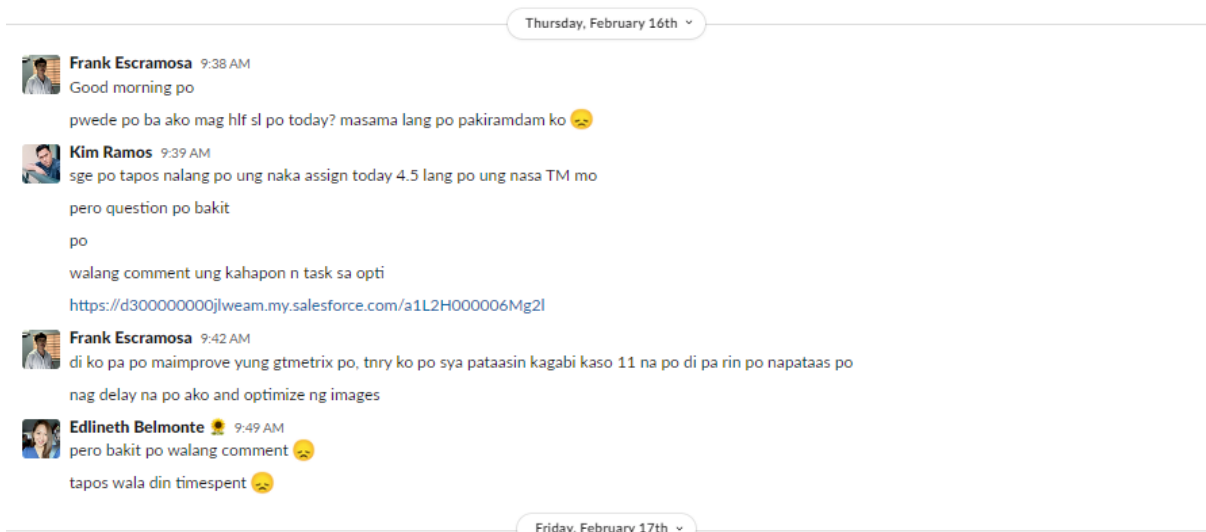
Frank Escramosa changed Status from Assigned to Pending PM.
Comment · Like · February 17, 2023 at 5:22 PM

Frank Escramosa changed Production Time Spent (minutes) from a blank value to 191.
Comment · Like · February 17, 2023 at 5:22 PM

Kim Leandro Ramos changed Assigned Resource from a blank value to Frank Escramosa, Assigned To from Kim Leandro Ramos to Frank Escramosa, and Status from Unassigned to Assigned.
Comment · Like · February 15, 2023 at 6:53 AM

Jerick Domingo changed Assigned To from Jerick Domingo to Kim Leandro Ramos.
Comment · Like · February 14, 2023 at 4:56 AM

- February 16, 2023: At 9:38 AM, Mr. Escramosa notified his leads via Slack that he needed to file for half-day sick leave as he was not feeling well. The team raised a concern via Slack on the pending optimization task to which Mr. Escramosa was able to respond. However, at 9:49 AM, when the SME asked a follow-up question as to why he did not leave any update or comment on his task, the team no longer received a response.



Thursday, February 16th

Frank Escramosa 9:38 AM
Good morning po
pwede po ba ako mag hlf sl po today? masama lang po pakiramdam ko 😞

Kim Ramos 9:39 AM
sge po tapos nalang po ung naka assign today 4.5 lang po ung nasa TM mo
pero question po bakit
po
walang comment ung kahapon n task sa opti
<https://d300000000j1weam.my.salesforce.com/a1L2H000006Mg2l>

Frank Escramosa 9:42 AM
di ko pa po maimprove yung gtmatrix po, tnry ko po sya pataasin kagabi kaso 11 na po di pa rin po napataas po
nag delay na po ako and optimize ng images

Edlineth Belmonte 🌟 9:49 AM
pero bakit po walang comment 😞
tapos wala din timespent 😞

Friday, February 17th

3. February 17, 2023: Mr. Escramosa reported back to work, confirmed that he clocked out at 10:30 AM last February 16, and only provided updates via Slack on his pending task at 1:32 PM.

Edlineth Belmonte, Frank Escramosa ▾

tapusin ko o ito by today

Friday, February 17th ▾

kinuha ko n din po pala yung dalawang apply optimization sa live

nagtagal lang po ako kanina sa dojo po (edited)



Kim Ramos 1:46 PM

wag muna po tayong mag optimize sa live

friday po kasi ngayon baka masira



Frank Escramosa 1:47 PM

ay okay po sorry po,



Kim Ramos 1:47 PM

wat time ka po nag out kahapon



Frank Escramosa 1:47 PM

10:30 po Sir

Friday, February 17th ▾



Frank Escramosa 1:32 PM

hello po, di po pala ako nakarespond kahapon 😞

sobrang sama lang po pakiramdam.. sorry po

tapusin ko o ito by today

kinuha ko n din po pala yung dalawang apply optimization sa live

nagtagal lang po ako kanina sa dojo po (edited)

4. Work From Home Rules (Communication)

Mr. Escramosa has failed to comply with the Work From Home Rules (Communication). He has been working in the company in a remote set-up for almost 2 years now and should be able to act in accordance with the expected communications.

Excerpt from the Work From Home Guidelines:

[Work from Home Guidelines](#)

XI. Communication

11.1 Good communication is an essential part of any successful home-working arrangement. Employees are expected to be online on Slack during work hours. Provision must be made to allow effective communication with work colleagues and external clients during the workday.



11.2 Employees must be contactable by the line manager and other employees throughout normal working hours. Employees should follow the 5-minute rule with Slack communication, SMS, calls and emails.

11.2.1 Employees are expected to be proactive in updating their team whenever they are on break. Send a message to your group Slack whenever taking your lunch break for timestamp.