

Date: February 28, 2023

Subject: Notice to Explain

To: People & Culture

In response to the Notice to Explain (NTE) I received last Tuesday, February 28, 2023, regarding my company policy violation, also defined as “Attendance and communication issues and substandard work performance.

Last February 15, 2023, a task was assigned to me by 6:53 AM. As noted from the Task monitoring the live site has no duplicate yet. By 7:05 am, while doing other tasks, I created a ticket for Live Site duplication <https://august99.atlassian.net/servicedesk/customer/portal/3/SRE-46315>. At 7:15 am as recorded on my TM, I started working on the task by pulling copies of the file from the live site and applying codes and optimizing images on my local. While waiting for the duplicate site I decided to move on with other tasks assigned to me. The duplicate site was created by 2:13 pm (<https://snipboard.io/1upzJI.jpg>), and I take my lunch break by 2:19 pm.

<https://snipboard.io/Kw5XGS.jpg>

<https://snipboard.io/gLTxs7.jpg>

The screenshot shows a Jira ticket interface. At the top, a notification states: "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." Below this, the ticket details are visible. The ticket was raised by "frank.escramosa" on "15/Feb/23 7:02 AM". The description reads: "Hi SRE, Requesting to create a clone of [Nick Davoli - Fine Homes & Estates] for site optimizations. Please install and activate varnish and enable the webp conversion for the duplicated site as well. Thank you". The priority is set to "High". The status is "CLOSED". The request type is "Get SRE help". It is shared with "frank.escramosa". The activity log shows a comment from "Paolo Mancini" at "15/Feb/23 2:13 PM" with the text "Hi Sir Frank, Century 21 - Fine Homes & Estates, Steve Davoli Real Estate". This is followed by several automatic status updates: "Your request status has changed to Waiting for customer", "Your request status has changed to Resolved with resolution Done", and "Your request status has changed to Closed".

By 3:19 pm I continued working on the optimization task until 3:33 pm. I took a timeout by 3:33 pm due to my other personal appointment. Due to the remaining 11 minutes of my shift, I am unable to reach the preferred score for optimization and decided to continue working on it by evening. Outside my shift and unrecorded time at the same night I worked with the task again to check if there would be changes on the score, but duplicated site appear to be broken when optimization is applied, so I decided to work on it tomorrow. But unfortunately, I forgot to give comment or update to the task due to no changes of the score and it is an honest mistake that I failed to comply with the policy.

GTMetrix Results:

<https://gtmetrix.com/reports/copy-nickdavolicom.rs3n.aios-staging.com/hdw75pIs/>

Note: Broken Duplicated website

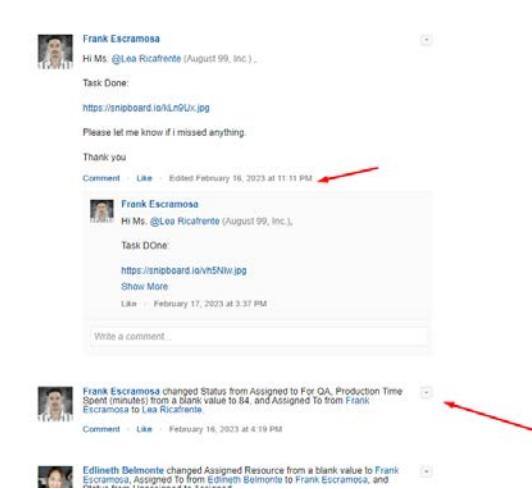
<https://gtmetrix.com/reports/copy-nickdavolicom.rs3n.aios-staging.com/XvU4xWve/>

Note: Broken Duplicated website

February 16, I failed to respond to my superiors on slack because I was feeling sick and needed to take a rest. It is an honest mistake that I took a time out by 10:30 am because I thought it was already half of the day given 4 hours from 6:30 am. But even when I am out of the office, I continue working on the following tasks just to finish the task and give updates. Below are the screenshots.

<https://d300000000jIweam.my.salesforce.com/a1L2H000006MiNM>


<https://snipboard.io/kgfUD0.jpg>



<https://snipboard.io/oS0nBl.jpg>

A screenshot of a Salesforce table. The table has columns for Name, Title, Department, Location, and a redacted column. The table contains several rows of data. The first row is highlighted in red. The second row is also highlighted in red. The third row is highlighted in red. The fourth row is highlighted in red. The fifth row is highlighted in red. The sixth row is highlighted in red. The seventh row is highlighted in red. The eighth row is highlighted in red. The ninth row is highlighted in red. The tenth row is highlighted in red. The eleventh row is highlighted in red. The twelfth row is highlighted in red. The thirteenth row is highlighted in red. The fourteenth row is highlighted in red. The fifteenth row is highlighted in red. The sixteenth row is highlighted in red. The seventeenth row is highlighted in red. The eighteenth row is highlighted in red. The nineteenth row is highlighted in red. The twentieth row is highlighted in red. The twenty-first row is highlighted in red. The twenty-second row is highlighted in red. The twenty-third row is highlighted in red. The twenty-fourth row is highlighted in red. The twenty-fifth row is highlighted in red. The twenty-sixth row is highlighted in red. The twenty-seventh row is highlighted in red. The twenty-eighth row is highlighted in red. The twenty-ninth row is highlighted in red. The thirtieth row is highlighted in red. The thirty-first row is highlighted in red. The thirty-second row is highlighted in red. The thirty-third row is highlighted in red. The thirty-fourth row is highlighted in red. The thirty-fifth row is highlighted in red. The thirty-sixth row is highlighted in red. The thirty-seventh row is highlighted in red. The thirty-eighth row is highlighted in red. The thirty-ninth row is highlighted in red. The fortieth row is highlighted in red. The forty-first row is highlighted in red. The forty-second row is highlighted in red. The forty-third row is highlighted in red. The forty-fourth row is highlighted in red. The forty-fifth row is highlighted in red. The forty-sixth row is highlighted in red. The forty-seventh row is highlighted in red. The forty-eighth row is highlighted in red. The forty-ninth row is highlighted in red. The fiftieth row is highlighted in red. The fifty-first row is highlighted in red. The fifty-second row is highlighted in red. The fifty-third row is highlighted in red. The fifty-fourth row is highlighted in red. The fifty-fifth row is highlighted in red. The fifty-sixth row is highlighted in red. The fifty-seventh row is highlighted in red. The fifty-eighth row is highlighted in red. The fifty-ninth row is highlighted in red. The sixtieth row is highlighted in red. The sixty-first row is highlighted in red. The sixty-second row is highlighted in red. The sixty-third row is highlighted in red. The sixty-fourth row is highlighted in red. The sixty-fifth row is highlighted in red. The sixty-sixth row is highlighted in red. The sixty-seventh row is highlighted in red. The sixty-eighth row is highlighted in red. The sixty-ninth row is highlighted in red. The seventieth row is highlighted in red. The seventy-first row is highlighted in red. The seventy-second row is highlighted in red. The seventy-third row is highlighted in red. The seventy-fourth row is highlighted in red. The seventy-fifth row is highlighted in red. The seventy-sixth row is highlighted in red. The seventy-seventh row is highlighted in red. The seventy-eighth row is highlighted in red. The seventy-ninth row is highlighted in red. The eightieth row is highlighted in red. The eighty-first row is highlighted in red. The eighty-second row is highlighted in red. The eighty-third row is highlighted in red. The eighty-fourth row is highlighted in red. The eighty-fifth row is highlighted in red. The eighty-sixth row is highlighted in red. The eighty-seventh row is highlighted in red. The eighty-eighth row is highlighted in red. The eighty-ninth row is highlighted in red. The ninetieth row is highlighted in red. The ninety-first row is highlighted in red. The ninety-second row is highlighted in red. The ninety-third row is highlighted in red. The ninety-fourth row is highlighted in red. The ninety-fifth row is highlighted in red. The ninety-sixth row is highlighted in red. The ninety-seventh row is highlighted in red. The ninety-eighth row is highlighted in red. The ninety-ninth row is highlighted in red. The hundredth row is highlighted in red.

<https://snipboard.io/nozIDY.jpg>


Frank Vinzon B. Escramosa

