

Date: February 28, 2023

Subject: Notice to Explain

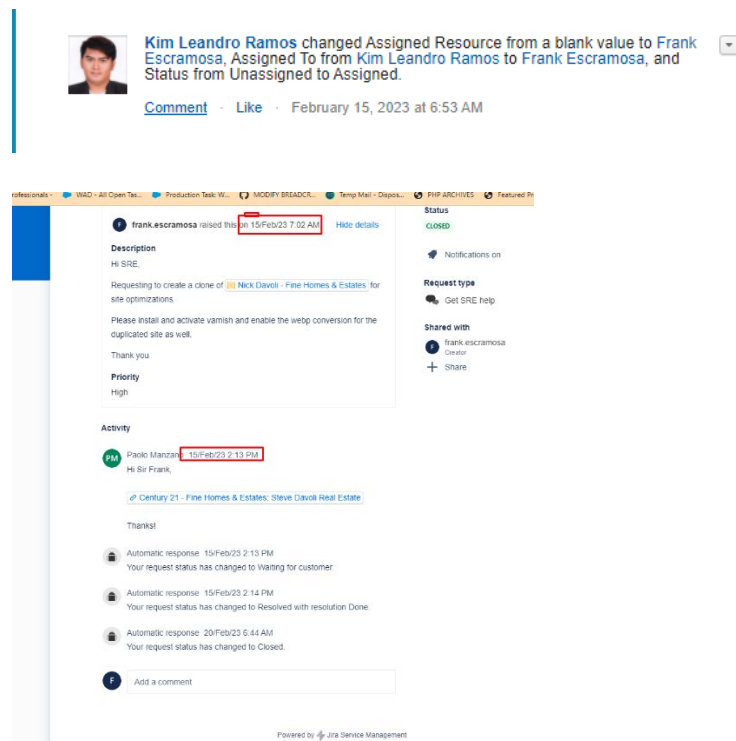
To: People & Culture

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, 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 task 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 with 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 displays 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 for "frank.escramosa" are shown, including a description of a request to create a clone of a website and activate Varnish. The ticket status is "CLOSED". The activity log shows a comment from "Pablo Mantam" at 2:13 PM and several automatic status updates: "Waiting for customer", "Resolved with resolution Done", and "Closed".

By 3:19 pm I continue working with the optimization task until 3:33 pm. I took a time out 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 appears 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-nickdavicom.rs3n.aios-staging.com/hdw75pIs/>

Note: Broken Duplicated website

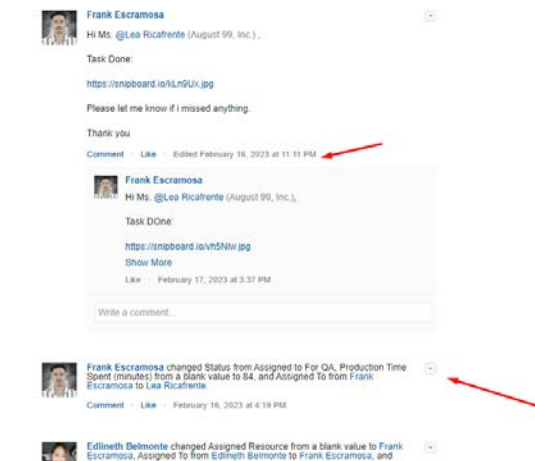
<https://gtmetrix.com/reports/copy-nickdavicom.rs3n.aios-staging.com/XvU4xWve/>

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://d300000000jlweam.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, Status, Assigned To, and Production Time Spent (minutes). The table contains several rows of data. A red box highlights the first row, which shows a task assigned to Frank Escramosa. Another red box highlights the second row, which shows a task assigned to Lea Ricafente. A third red box highlights the third row, which shows a task assigned to Lea Ricafente. A fourth red box highlights the fourth row, which shows a task assigned to Lea Ricafente. A fifth red box highlights the fifth row, which shows a task assigned to Lea Ricafente. A sixth red box highlights the sixth row, which shows a task assigned to Lea Ricafente. A seventh red box highlights the seventh row, which shows a task assigned to Lea Ricafente. A eighth red box highlights the eighth row, which shows a task assigned to Lea Ricafente. A ninth red box highlights the ninth row, which shows a task assigned to Lea Ricafente. A tenth red box highlights the tenth row, which shows a task assigned to Lea Ricafente. A eleventh red box highlights the eleventh row, which shows a task assigned to Lea Ricafente. A twelfth red box highlights the twelfth row, which shows a task assigned to Lea Ricafente. A thirteenth red box highlights the thirteenth row, which shows a task assigned to Lea Ricafente. A fourteenth red box highlights the fourteenth row, which shows a task assigned to Lea Ricafente. A fifteenth red box highlights the fifteenth row, which shows a task assigned to Lea Ricafente. A sixteenth red box highlights the sixteenth row, which shows a task assigned to Lea Ricafente. A seventeenth red box highlights the seventeenth row, which shows a task assigned to Lea Ricafente. A eighteenth red box highlights the eighteenth row, which shows a task assigned to Lea Ricafente. A nineteenth red box highlights the nineteenth row, which shows a task assigned to Lea Ricafente. A twentieth red box highlights the twentieth row, which shows a task assigned to Lea Ricafente. A twenty-first red box highlights the twenty-first row, which shows a task assigned to Lea Ricafente. A twenty-second red box highlights the twenty-second row, which shows a task assigned to Lea Ricafente. A twenty-third red box highlights the twenty-third row, which shows a task assigned to Lea Ricafente. A twenty-fourth red box highlights the twenty-fourth row, which shows a task assigned to Lea Ricafente. A twenty-fifth red box highlights the twenty-fifth row, which shows a task assigned to Lea Ricafente. A twenty-sixth red box highlights the twenty-sixth row, which shows a task assigned to Lea Ricafente. A twenty-seventh red box highlights the twenty-seventh row, which shows a task assigned to Lea Ricafente. A twenty-eighth red box highlights the twenty-eighth row, which shows a task assigned to Lea Ricafente. A twenty-ninth red box highlights the twenty-ninth row, which shows a task assigned to Lea Ricafente. A thirtieth red box highlights the thirtieth row, which shows a task assigned to Lea Ricafente. A thirty-first red box highlights the thirty-first row, which shows a task assigned to Lea Ricafente. A thirty-second red box highlights the thirty-second row, which shows a task assigned to Lea Ricafente. A thirty-third red box highlights the thirty-third row, which shows a task assigned to Lea Ricafente. A thirty-fourth red box highlights the thirty-fourth row, which shows a task assigned to Lea Ricafente. A thirty-fifth red box highlights the thirty-fifth row, which shows a task assigned to Lea Ricafente. A thirty-sixth red box highlights the thirty-sixth row, which shows a task assigned to Lea Ricafente. A thirty-seventh red box highlights the thirty-seventh row, which shows a task assigned to Lea Ricafente. A thirty-eighth red box highlights the thirty-eighth row, which shows a task assigned to Lea Ricafente. A thirty-ninth red box highlights the thirty-ninth row, which shows a task assigned to Lea Ricafente. A fortieth red box highlights the fortieth row, which shows a task assigned to Lea Ricafente. A forty-first red box highlights the forty-first row, which shows a task assigned to Lea Ricafente. A forty-second red box highlights the forty-second row, which shows a task assigned to Lea Ricafente. A forty-third red box highlights the forty-third row, which shows a task assigned to Lea Ricafente. A forty-fourth red box highlights the forty-fourth row, which shows a task assigned to Lea Ricafente. A forty-fifth red box highlights the forty-fifth row, which shows a task assigned to Lea Ricafente. A forty-sixth red box highlights the forty-sixth row, which shows a task assigned to Lea Ricafente. A forty-seventh red box highlights the forty-seventh row, which shows a task assigned to Lea Ricafente. A forty-eighth red box highlights the forty-eighth row, which shows a task assigned to Lea Ricafente. A forty-ninth red box highlights the forty-ninth row, which shows a task assigned to Lea Ricafente. A fiftieth red box highlights the fiftieth row, which shows a task assigned to Lea Ricafente. A fifty-first red box highlights the fifty-first row, which shows a task assigned to Lea Ricafente. A fifty-second red box highlights the fifty-second row, which shows a task assigned to Lea Ricafente. A fifty-third red box highlights the fifty-third row, which shows a task assigned to Lea Ricafente. A fifty-fourth red box highlights the fifty-fourth row, which shows a task assigned to Lea Ricafente. A fifty-fifth red box highlights the fifty-fifth row, which shows a task assigned to Lea Ricafente. A fifty-sixth red box highlights the fifty-sixth row, which shows a task assigned to Lea Ricafente. A fifty-seventh red box highlights the fifty-seventh row, which shows a task assigned to Lea Ricafente. A fifty-eighth red box highlights the fifty-eighth row, which shows a task assigned to Lea Ricafente. A fifty-ninth red box highlights the fifty-ninth row, which shows a task assigned to Lea Ricafente. A sixtieth red box highlights the sixtieth row, which shows a task assigned to Lea Ricafente. A sixty-first red box highlights the sixty-first row, which shows a task assigned to Lea Ricafente. A sixty-second red box highlights the sixty-second row, which shows a task assigned to Lea Ricafente. A sixty-third red box highlights the sixty-third row, which shows a task assigned to Lea Ricafente. A sixty-fourth red box highlights the sixty-fourth row, which shows a task assigned to Lea Ricafente. A sixty-fifth red box highlights the sixty-fifth row, which shows a task assigned to Lea Ricafente. A sixty-sixth red box highlights the sixty-sixth row, which shows a task assigned to Lea Ricafente. A sixty-seventh red box highlights the sixty-seventh row, which shows a task assigned to Lea Ricafente. A sixty-eighth red box highlights the sixty-eighth row, which shows a task assigned to Lea Ricafente. A sixty-ninth red box highlights the sixty-ninth row, which shows a task assigned to Lea Ricafente. A seventieth red box highlights the seventieth row, which shows a task assigned to Lea Ricafente. A seventy-first red box highlights the seventy-first row, which shows a task assigned to Lea Ricafente. A seventy-second red box highlights the seventy-second row, which shows a task assigned to Lea Ricafente. A seventy-third red box highlights the seventy-third row, which shows a task assigned to Lea Ricafente. A seventy-fourth red box highlights the seventy-fourth row, which shows a task assigned to Lea Ricafente. A seventy-fifth red box highlights the seventy-fifth row, which shows a task assigned to Lea Ricafente. A seventy-sixth red box highlights the seventy-sixth row, which shows a task assigned to Lea Ricafente. A seventy-seventh red box highlights the seventy-seventh row, which shows a task assigned to Lea Ricafente. A seventy-eighth red box highlights the seventy-eighth row, which shows a task assigned to Lea Ricafente. A seventy-ninth red box highlights the seventy-ninth row, which shows a task assigned to Lea Ricafente. A eightieth red box highlights the eightieth row, which shows a task assigned to Lea Ricafente. A eighty-first red box highlights the eighty-first row, which shows a task assigned to Lea Ricafente. A eighty-second red box highlights the eighty-second row, which shows a task assigned to Lea Ricafente. A eighty-third red box highlights the eighty-third row, which shows a task assigned to Lea Ricafente. A eighty-fourth red box highlights the eighty-fourth row, which shows a task assigned to Lea Ricafente. A eighty-fifth red box highlights the eighty-fifth row, which shows a task assigned to Lea Ricafente. A eighty-sixth red box highlights the eighty-sixth row, which shows a task assigned to Lea Ricafente. A eighty-seventh red box highlights the eighty-seventh row, which shows a task assigned to Lea Ricafente. A eighty-eighth red box highlights the eighty-eighth row, which shows a task assigned to Lea Ricafente. A eighty-ninth red box highlights the eighty-ninth row, which shows a task assigned to Lea Ricafente. A ninetieth red box highlights the ninetieth row, which shows a task assigned to Lea Ricafente. A hundredth red box highlights the hundredth row, which shows a task assigned to Lea Ricafente. A hundred-first red box highlights the hundred-first row, which shows a task assigned to Lea Ricafente. A hundred-second red box highlights the hundred-second row, which shows a task assigned to Lea Ricafente. A hundred-third red box highlights the hundred-third row, which shows a task assigned to Lea Ricafente. A hundred-fourth red box highlights the hundred-fourth row, which shows a task assigned to Lea Ricafente. A hundred-fifth red box highlights the hundred-fifth row, which shows a task assigned to Lea Ricafente. A hundred-sixth red box highlights the hundred-sixth row, which shows a task assigned to Lea Ricafente. A hundred-seventh red box highlights the hundred-seventh row, which shows a task assigned to Lea Ricafente. A hundred-eighth red box highlights the hundred-eighth row, which shows a task assigned to Lea Ricafente. A hundred-ninth red box highlights the hundred-ninth row, which shows a task assigned to Lea Ricafente. A hundred-tenth red box highlights the hundred-tenth row, which shows a task assigned to Lea Ricafente. A hundred-eleventh red box highlights the hundred-eleventh row, which shows a task assigned to Lea Ricafente. A hundred-twelfth red box highlights the hundred-twelfth row, which shows a task assigned to Lea Ricafente. A hundred-thirteenth red box highlights the hundred-thirteenth row, which shows a task assigned to Lea Ricafente. A hundred-fourteenth red box highlights the hundred-fourteenth row, which shows a task assigned to Lea Ricafente. A hundred-fifteenth red box highlights the hundred-fifteenth row, which shows a task assigned to Lea Ricafente. A hundred-sixteenth red box highlights the hundred-sixteenth row, which shows a task assigned to Lea Ricafente. A hundred-seventeenth red box highlights the hundred-seventeenth row, which shows a task assigned to Lea Ricafente. A hundred-eighteenth red box highlights the hundred-eighteenth row, which shows a task assigned to Lea Ricafente. A hundred-nineteenth red box highlights the hundred-nineteenth row, which shows a task assigned to Lea Ricafente. A hundred-twentieth red box highlights the hundred-twentieth row, which shows a task assigned to Lea Ricafente. A hundred-twenty-first red box highlights the hundred-twenty-first row, which shows a task assigned to Lea Ricafente. A hundred-twenty-second red box highlights the hundred-twenty-second row, which shows a task assigned to Lea Ricafente. A hundred-twenty-third red box highlights the hundred-twenty-third row, which shows a task assigned to Lea Ricafente. A hundred-twenty-fourth red box highlights the hundred-twenty-fourth row, which shows a task assigned to Lea Ricafente. A hundred-twenty-fifth red box highlights the hundred-twenty-fifth row, which shows a task assigned to Lea Ricafente. A hundred-twenty-sixth red box highlights the hundred-twenty-sixth row, which shows a task assigned to Lea Ricafente. A hundred-twenty-seventh red box highlights the hundred-twenty-seventh row, which shows a task assigned to Lea Ricafente. A hundred-twenty-eighth red box highlights the hundred-twenty-eighth row, which shows a task assigned to Lea Ricafente. A hundred-twenty-ninth red box highlights the hundred-twenty-ninth row, which shows a task assigned to Lea Ricafente. A hundred-thirtieth red box highlights the hundred-thirtieth row, which shows a task assigned to Lea Ricafente. A hundred-thirty-first red box highlights the hundred-thirty-first row, which shows a task assigned to Lea Ricafente. A hundred-thirty-second red box highlights the hundred-thirty-second row, which shows a task assigned to Lea Ricafente. A hundred-thirty-third red box highlights the hundred-thirty-third row, which shows a task assigned to Lea Ricafente. A hundred-thirty-fourth red box highlights the hundred-thirty-fourth row, which shows a task assigned to Lea Ricafente. A hundred-thirty-fifth red box highlights the hundred-thirty-fifth row, which shows a task assigned to Lea Ricafente. A hundred-thirty-sixth red box highlights the hundred-thirty-sixth row, which shows a task assigned to Lea Ricafente. A hundred-thirty-seventh red box highlights the hundred-thirty-seventh row, which shows a task assigned to Lea Ricafente. A hundred-thirty-eighth red box highlights the hundred-thirty-eighth row, which shows a task assigned to Lea Ricafente. A hundred-thirty-ninth red box highlights the hundred-thirty-ninth row, which shows a task assigned to Lea Ricafente. A hundred-fortieth red box highlights the hundred-fortieth row, which shows a task assigned to Lea Ricafente. A hundred-forty-first red box highlights the hundred-forty-first row, which shows a task assigned to Lea Ricafente. A hundred-forty-second red box highlights the hundred-forty-second row, which shows a task assigned to Lea Ricafente. A hundred-forty-third red box highlights the hundred-forty-third row, which shows a task assigned to Lea Ricafente. A hundred-forty-fourth red box highlights the hundred-forty-fourth row, which shows a task assigned to Lea Ricafente. A hundred-forty-fifth red box highlights the hundred-forty-fifth row, which shows a task assigned to Lea Ricafente. A hundred-forty-sixth red box highlights the hundred-forty-sixth row, which shows a task assigned to Lea Ricafente. A hundred-forty-seventh red box highlights the hundred-forty-seventh row, which shows a task assigned to Lea Ricafente. A hundred-forty-eighth red box highlights the hundred-forty-eighth row, which shows a task assigned to Lea Ricafente. A hundred-forty-ninth red box highlights the hundred-forty-ninth row, which shows a task assigned to Lea Ricafente. A hundred-fiftieth red box highlights the hundred-fiftieth row, which shows a task assigned to Lea Ricafente. A hundred-fifty-first red box highlights the hundred-fifty-first row, which shows a task assigned to Lea Ricafente. A hundred-fifty-second red box highlights the hundred-fifty-second row, which shows a task assigned to Lea Ricafente. A hundred-fifty-third red box highlights the hundred-fifty-third row, which shows a task assigned to Lea Ricafente. A hundred-fifty-fourth red box highlights the hundred-fifty-fourth row, which shows a task assigned to Lea Ricafente. A hundred-fifty-fifth red box highlights the hundred-fifty-fifth row, which shows a task assigned to Lea Ricafente. A hundred-fifty-sixth red box highlights the hundred-fifty-sixth row, which shows a task assigned to Lea Ricafente. A hundred-fifty-seventh red box highlights the hundred-fifty-seventh row, which shows a task assigned to Lea Ricafente. A hundred-fifty-eighth red box highlights the hundred-fifty-eighth row, which shows a task assigned to Lea Ricafente. A hundred-fifty-ninth red box highlights the hundred-fifty-ninth row, which shows a task assigned to Lea Ricafente. A hundred-sixtieth red box highlights the hundred-sixtieth row, which shows a task assigned to Lea Ricafente. A hundred-sixty-first red box highlights the hundred-sixty-first row, which shows a task assigned to Lea Ricafente. A hundred-sixty-second red box highlights the hundred-sixty-second row, which shows a task assigned to Lea Ricafente. A hundred-sixty-third red box highlights the hundred-sixty-third row, which shows a task assigned to Lea Ricafente. A hundred-sixty-fourth red box highlights the hundred-sixty-fourth row, which shows a task assigned to Lea Ricafente. A hundred-sixty-fifth red box highlights the hundred-sixty-fifth row, which shows a task assigned to Lea Ricafente. A hundred-sixty-sixth red box highlights the hundred-sixty-sixth row, which shows a task assigned to Lea Ricafente. A hundred-sixty-seventh red box highlights the hundred-sixty-seventh row, which shows a task assigned to Lea Ricafente. A hundred-sixty-eighth red box highlights the hundred-sixty-eighth row, which shows a task assigned to Lea Ricafente. A hundred-sixty-ninth red box highlights the hundred-sixty-ninth row, which shows a task assigned to Lea Ricafente. A hundred-seventieth red box highlights the hundred-seventieth row, which shows a task assigned to Lea Ricafente. A hundred-seventy-first red box highlights the hundred-seventy-first row, which shows a task assigned to Lea Ricafente. A hundred-seventy-second red box highlights the hundred-seventy-second row, which shows a task assigned to Lea Ricafente. A hundred-seventy-third red box highlights the hundred-seventy-third row, which shows a task assigned to Lea Ricafente. A hundred-seventy-fourth red box highlights the hundred-seventy-fourth row, which shows a task assigned to Lea Ricafente. A hundred-seventy-fifth red box highlights the hundred-seventy-fifth row, which shows a task assigned to Lea Ricafente. A hundred-seventy-sixth red box highlights the hundred-seventy-sixth row, which shows a task assigned to Lea Ricafente. A hundred-seventy-seventh red box highlights the hundred-seventy-seventh row, which shows a task assigned to Lea Ricafente. A hundred-seventy-eighth red box highlights the hundred-seventy-eighth row, which shows a task assigned to Lea Ricafente. A hundred-seventy-ninth red box highlights the hundred-seventy-ninth row, which shows a task assigned to Lea Ricafente. A hundred-eightieth red box highlights the hundred-eightieth row, which shows a task assigned to Lea Ricafente. A hundred-eighty-first red box highlights the hundred-eighty-first row, which shows a task assigned to Lea Ricafente. A hundred-eighty-second red box highlights the hundred-eighty-second row, which shows a task assigned to Lea Ricafente. A hundred-eighty-third red box highlights the hundred-eighty-third row, which shows a task assigned to Lea Ricafente. A hundred-eighty-fourth red box highlights the hundred-eighty-fourth row, which shows a task assigned to Lea Ricafente. A hundred-eighty-fifth red box highlights the hundred-eighty-fifth row, which shows a task assigned to Lea Ricafente. A hundred-eighty-sixth red box highlights the hundred-eighty-sixth row, which shows a task assigned to Lea Ricafente. A hundred-eighty-seventh red box highlights the hundred-eighty-seventh row, which shows a task assigned to Lea Ricafente. A hundred-eighty-eighth red box highlights the hundred-eighty-eighth row, which shows a task assigned to Lea Ricafente. A hundred-eighty-ninth red box highlights the hundred-eighty-ninth row, which shows a task assigned to Lea Ricafente. A hundred-ninetyth red box highlights the hundred-ninetyth row, which shows a task assigned to Lea Ricafente. A hundred-ninety-first red box highlights the hundred-ninety-first row, which shows a task assigned to Lea Ricafente. A hundred-ninety-second red box highlights the hundred-ninety-second row, which shows a task assigned to Lea Ricafente. A hundred-ninety-third red box highlights the hundred-ninety-third row, which shows a task assigned to Lea Ricafente. A hundred-ninety-fourth red box highlights the hundred-ninety-fourth row, which shows a task assigned to Lea Ricafente. A hundred-ninety-fifth red box highlights the hundred-ninety-fifth row, which shows a task assigned to Lea Ricafente. A hundred-ninety-sixth red box highlights the hundred-ninety-sixth row, which shows a task assigned to Lea Ricafente. A hundred-ninety-seventh red box highlights the hundred-ninety-seventh row, which shows a task assigned to Lea Ricafente. A hundred-ninety-eighth red box highlights the hundred-ninety-eighth row, which shows a task assigned to Lea Ricafente. A hundred-ninety-ninth red box highlights the hundred-ninety-ninth row, which shows a task assigned to Lea Ricafente. A hundredth red box highlights the hundredth row, which shows a task assigned to Lea Ricafente.

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

Rest assured that this incident will not happen again, and I will keep on track of every task, respond to every message immediately and follow the company policy accordingly.

Thank you,

Frank Vinzon B. Escramosa