

To: Sheryl L. Julian  
Accounting Supervisor  
STI College Zamboanga

From: Lourdes ~~Jane~~ S. Climaco  
HR Admin

Noted by: Atty. Angelique ~~Margret~~ T. Natividad  
HR Director

Re: Resigned Employee

Date: May 18, 2019

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This is to inform you that Jenifer Lei D.R. Perez, Registrar Staff/ Part-time Nurse, has tendered her resignation effective June 16, 2019.

Please hold salary from May 26- June 10 (one cut-off) and remaining days from June 11-16, 2019 will be released after all accountabilities are cleared.



For your information and guidance.

Thank you.

Lourdes ~~Jane~~ S. Climaco  
HR Admin

*for verification*  
*for OR 5-21-19*  
*Accyng.*