

TO : All SJI Employees  
FROM : Human Resources Department  
RE : Notice of Termination  
DATE : September 11, 2023

Please be informed that **Mae I. Antinero and Janilyn T. Goles (VSR)** (whose picture appears below) **are no longer connected with Sophia Jewellery, Inc. effective September 1, 2023**, due to a grave violation of article V sections 5.3.1. (i.) (j.) 5.3.2 (i.)

- “i. Misrepresentation, malversation, unauthorized diversion, or withholding Organization funds regardless of the amount involved;*
- j. Tampering with or stealing Organization products, cash, and property to defraud the Organization;*
- i. Failure to follow SOPs causing or could cause damage to the Organization in the amount of above Php 10,000.”*



**Mae I. Antinero**  
Store In-Charge



**Janilyn T. Goles**  
Empowerment Consultant

It was found that Ms. Antinero consented to the act of Ms. Goles who altered the duplicate copy of the OR by understating the amount paid by the client, which is the copy submitted to the Audit Dept. The figures indicated therein are the figures reported as collections and are the basis of deposit. The client who purchased an item from the Forever sale items was given a 35% discount as indicated in the original receipt given to the client while a 55% discount was declared in the duplicate copy submitted to the Audit Department reported as collection.

The actual amount paid was higher than what was declared to the company, which was reflected in the original receipt which was given to the client. It was established that the difference was split between Ms. Antinero and Ms. Goles.

They are therefore guilty of violating the provisions below:  
*“i. Misrepresentation, malversation, unauthorized diversion, or withholding Organization funds regardless of the amount involved;*  
*j. Tampering with or stealing Organization products, cash, and property to defraud the Organization;*  
*i. Failure to follow SOPs causing or could cause damage to the Organization in the amount of above Php 10,000.”*

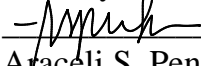
**As such they are no longer authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can they represent the company in any aspect.**

We are hoping that this experience will serve as a lesson we can all learn from and that this will be the last incident of this nature that we have to deal with.

Should you have clarifications regarding this matter, please feel free to call the HR Department at 991-9936.

For your information and guidance.

Thank you,

  
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Araceli S. Penola  
HR Manager