

To: Department Heads  
STI College - Zamboanga

From: Lourdes Marie S. Climaco  
HR Admin Assistant

March 29, 2019

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

Re: Notice to Extend Service

Date: March 29, 2019

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This is to inform you that Mary Gaile A. Bercede, Academic Head of STI College Zamboanga, has extended her service until April 30, 2019.

In connection with this, kindly check her accountabilities for settlement on or before April 30, 2019.



For your information and guidance.

Thank you.

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STI COLLEGE - ZAMBOANGA  
MARIA T. BACANE