

To: Department Heads
Sophia Jewellery Inc.

From: *March 25, 2019*
Lourdes Jane S. Climaco
HR Admin Assistant for Records

Noted by: *[Signature]*
Atty. Angelique Margret T. Natividad
HR Director

Re: Notice of Resignation

Date: March 25, 2019

This is to inform you that Jessa Jeil J. Lanayan, Empowerment Consultant of SJI at Cagayan de Oro, has tendered her resignation effective May 28, 2019.

In connection with this, kindly check her accountabilities for settlement on or before May 28, 2019.



For your information and guidance.

Thank you.

my knowledge and confidence.

This is to certify that the above River

Nampomaga National High School
Head (MAYBEH Department)
Mr. Ricardo A. Rosete

09535284415

Nampomaga National High School
Coordinating Teacher
Mr. Rudy C. Campanones

Nampomaga City State Polytechnic
Supervisor, student teaching
Mr. Romeo D. Francisco

Nampomaga City State Polytechnic
Director, Physical Education Dept
Mrs. Ma. Christian G. Wec

Character References:

- Can Work under pressure
- Good communication skills
- Dancing

Other Skills:

Released 31, 2013

Certificate Of Participation (

Released on April 1, 2010

Nampomaga City State Polytechnic

Certificate of Registration (C

Released March 11, 2011