

To: Sheryl L. Julian
Accounting Supervisor
STI College Zamboanga

From: *may 7, 2019*
Lourdes Jane S. Climaco
HR Admin Assistant

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

Re: Resigned Employee

Date: May 7, 2019

This is to inform you that Honielyn J. Acabal, AO/ Immersion Coordinator of STI, has tendered her resignation effective June 7, 2019. Her last day of employment will be on June 6, 2019

Salary from May 26, 2019 to June 6, 2019 will be released after all accountabilities are cleared.



For your information and guidance.

Thank you.

Lourdes Jane S. Climaco
HR Admin Assistant for Records