

To: Department Heads
STI College - Zamboanga

From: Lourdes Jane S. Climaco
HR Admin - Records

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

Re: Notice of Separation

Date: January 31, 2019

This is to inform you that Mary Grace C. Serra, Computer Laboratory Assistant of STI, has tendered her resignation effective February 25, 2019.

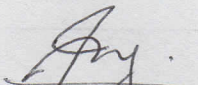
In connection with this, kindly check her accountabilities for settlement on or before February 25, 2019.

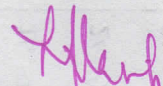


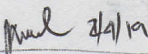
For your information and guidance.

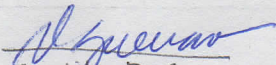
Thank you.


Marketing Dept.


HR Admin (HR)


STI Admin


MIS Dept.


Audit Dept.