

To: Sheryl L. Julian
Accounting Supervisor
STI College Zamboanga

From: Lourdes Jane S. Climaco
HR Admin Assistant

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

Re: Notice to Extend Service

Date: March 29, 2019

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

Salary from April 26, 2019 – April 30, 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