

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : September 5, 2022

Please be informed that **Ms. Aiza G. Escabarte, Store In-Charge of Dipolog** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective September 1, 2022** due to grave violations of article V sections/s 5.2.1. and 5.3.2.:

*“(c.) Encouraging another Team Member to violate rules and regulations;
(j.) Engaging in unethical practices that may discredit himself/herself and the organization, clients, students, etc.
(a.) Doing acts outside the job description or assigned tasks without written authorization to do so;
(i.) Failure to follow SOPs causing or could cause damage to the Organization in the amount of above Php 10,000.00”*



It was found that she did not report the discrepancy of the wrong item tag in the store and covered up the discrepancy that happened by selling the item.

Any kind of discrepancy must be reported immediately as it is the Standard Operating Procedure. Not reporting any discrepancy is contrary to the code of conduct and core values of the company.

As such she is no longer authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can she represent the company in any aspect.

We are hoping that this experience will serve as a lesson we can all learn from and that this will be the last incident of this nature that we have to deal with.

Should you have clarifications regarding this matter, please feel free to call the HR Department at 991-9936.

For your information and guidance.

Thank you,



Atty. Angelique Margret T. Natividad
HR Director