

To : All TNGC Team Members

From : Atty. Angelique Margaret T. Natividad
HR Director

RE : Additional STI Prowares and Items For Sale

Date : January 21, 2021

STI is selling its additional apparels stocks-on-hand for you and your family members to use.

The price and specifications of Proware are as follows, on as is where is basis:

Items	Quantity	Unit Cost	SRP
Wall clock	41	185	185.00
Yellow Cap	23	80	50.00
Sling Bag	14	95	60.00
STI Knapsack Bag	6	150	150.00
STI Nursing Bag	2	100	50.00
STI Cellphone Keychain	18	15	5.00
STI Dog Tag	10	20	5.00
STI SHS Organizers	2500	15	10.00
STI Tertiary Organizers	3500	25	20.00
36 th Anniversary Shirt	639	165	100.00
STI Property (Blue)	18	150	70.00
Old Tertiary PE Shirt	52		70.00

You may choose to pay through cash payment or salary deduction.

a. For cash payment, please pay via bank deposit/mobile banking fund transfer to:

Metrobank Account Name: Sungold Technologies, Inc.

Account No.: 510-7-51002314-1

Deposit slips must be sent to Accounting for recordkeeping purposes. You may also pay directly through the cashier, Ma'am Gemini.

b. For the salary deduction option, the payment term is only one cut off.

Photos of these proware items will be uploaded on the HRIS announcement board for your information.

Reservation will be on a first come, first served basis. Please get in touch with Ma'am Ira before making payment to make sure that there are still available stocks of your choice.

Pick up will be done in the STI building upon scheduling with HR, and Marketing, and after submission of the necessary documents (Deposit Slip or signed ATD).

Thank you.