

To: Sheryl L. Julian
Accounting Supervisor
STI College Zamboanga

From: Lourdes Jane S. Climaco Jan 22, 2019
HR Admin Assistant

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

Re: Absent without Leave (AWOL)

Date: January 22, 2019

This is to inform you that Jehsa Alvic Cubao, Empowerment Consultant of Sophia Jewellery Inc. at Cagayan de Oro City, last reported ~~was~~ December 18, 2018.



For your information and guidance.

Thank you.

Lourdes Jane S. Climaco
HR Admin Assistant for Records

Accounting Dept.