

Date: 29 July 2020

To: All SJI and TNGC Team Members in Zamboanga City

From: Atty. Angelique Margaret T. Natividad, HR Director

Re: Desktop Computers for Sale

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SJI and TNGC believes in the value of Team and this means you, our Team Members, are our priority.

STI is offering its desktop computers from the computer laboratories for sale to you for your use and for your family members to help with work from home and online learning during the new normal.

The price of these secondhand computers is to follow. We will release a pricelist for these units soon.

Payment will be made in full through bank deposit or mobile banking fund transfers and the deposit slips must be sent to Accounting for recordkeeping purposes.

If interested, please message Ma'am Ira Gregorio on FB so that HR can have a preliminary list.

Once the final prices are out we will get in touch with you so that you can write a letter of intent addressed to Ma'am Choo and endorsed by your department heads and send the letter to HR through Ma'am Ira. The letter may be in English or Tagalog and digital copy only to save paper.

You may call HR if you have questions.