

To: Department Heads
Sophia Jewellery Inc./STI College Zamboanga

From: 
Ira Mariz M. Gregorio
HR – Employee Relations Officer

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

Re: Notice of Separation

Date: September 24, 2019

This is to inform you that Kathrina P. Aranas, HR – Records Officer of STI College Zamboanga, is separated from STI effective September 24, 2019.

In connection with this, kindly check her accountabilities for settlement.



For your information and guidance.

Thank you.