

TO : All SJI Employees  
FROM : Human Resources Department  
RE : Notice of Termination  
DATE : Mar 20, 2023

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Please be informed that **Anacel G. Malazarte (CGP)** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective February 16, 2023**, due to a grave violation of article V Sections 5.3.1. (a.), (e.) and (j.) which state/s:

***“a. Theft. Includes taking out of property or money of any amount written authorization from the proper persons;***

***e. Tampering with official records or reports, faculty grading records;***

***Tampering with or stealing Organization products, cash, and property to defraud the Organization;”***



She failed to attend the scheduled administrative hearing. She admitted to her TL in their one-on-one session that she used the money for personal reasons. Also, the deposit slip that was forwarded to Finance shows that the cash collection was deposited late, but the date that was written in the deposit slip does not coincide with the bank’s validation.

This is considered tampering with official company records since she made it appear that there was a deposit that happened on the day.

She is therefore guilty of, and admitted to violating the provision below:

***“a. Theft. Includes taking out of property or money of any amount without written authorization from the proper persons;***

***e. Tampering with official records or reports, faculty grading records;***

***Tampering with or stealing Organization products, cash, and property to defraud the Organization;”***

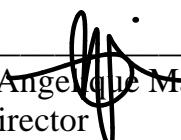
**As such she is no longer authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can she represent the company in any aspect.**

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,

  
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Atty. Angelique Margret T. Natividad  
HR Director