

To: Department Heads
Sophia Jewellery Inc.

From: Lourdes Jane S. Climaco March 12, 2019
HR Admin Assistant for Records

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

Re: Absent without Leave (AWOL)

Date: March 11, 2019

This is to inform you that Katrina T. Lloren, Empowerment Consultant of Sophia Jewellery Inc. at Cagayan de Oro City, last reported was February 28, 2019.



For your information and guidance.

Thank you.