

TO : All STI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : May 20, 2019

Please be informed that **Ms. Leah Quirante, Executive Assistant** (whose picture appears below) **is no longer connected with STI College Zamboanga, effective May 16, 2019** due to violation of provisions constituting grave offenses under sections 5.3.1 (a) (i) 5.3.3 (e) (f) which state:

- “a. Theft. Includes taking out of property or money of any amount without written authorization from the proper persons.*
- i. Misrepresentation, malversation, unauthorized diversion, or withholding organization funds regardless of the amount involved;*
- e. Loss of merchandise or cash, whether intentional or unintentional.*
- f. Failure to follow SOPs causing or could damage to the organization in the amount of above Php 10,000.00”*



It was found that she failed to follow the SOP when in she did not turn over the amount that was collected and paid by the students for the TESDA Assessment. It was determined during the administrative hearing conducted on May 9, 2018 that she brought home the money and failed to turn over within the prescribed period, which is a violation of company policy.

As such she is no longer authorized to make any transaction on behalf of STI College Zamboanga 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 will occur in the company.

Should you have clarifications regarding this matter, please feel free to call the HR Department at 991-9936.

Thank you,



Atty. Angelique Margret T. Natividad
HR Director