

To: Sheryl L. Julian
Accounting Supervisor
STI College Zamboanga

From: Lourdes Jane S. Climaco
HR Admin Assistant

January 30, 2019

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

Re: Absence Without Leave (AWOL)

Date: January 30, 2019

This is to inform you that Ralf Mylon B. Iturralde, Aircon Technician of STI, has not reported (AWOL) since January 15, 2019.

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



For your information and guidance.

Thank you.

January 30, 2019
Lourdes Jane S. Climaco
HR Admin Assistant for Records

D. J. Climaco 2-4-19
Atty. Deyn

STI-Admin