

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : December 15, 2022

Please be informed that **Arra Mae S. Genova of Zamboanga Area (ZGL outlet)** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective November 15, 2022** due to grave violations of article V Sections 5.3.1.(a), (e), and (j) :

*“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;
j. tampering with or stealing Organization products, cash, and property to defraud the Organization;”*



She failed to attend the scheduled administrative hearing. It was found out based on the Audit reports, the committee finds her culpable of theft of jewelry items and cash.

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;
j. 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,



Atty. Angelique Margret T. Natividad
HR Director