

To: Sheryl L. Julian
Accounting Supervisor
STI College Zamboanga

From: Lourdes Jane S. Climaco ^{January 30, 2019}
HR Admin- Records

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

Re: Resigned Employee

Date: January 31, 2019

This is to inform you that Mary Grace C. Serra, Computer Laboratory Assistant of STI, has tendered her resignation effective February 25, 2019.

In connection with this, kindly check her accountabilities for settlement on or before February 25, 2019.



For your information and guidance.

Thank you.

Lourdes Jane S. Climaco ^{January 31, 2019}
HR Admin Assistant for Records

D. J. Climaco 2-411
Receive: Accounting Dept.