

To: Sheryl L. Julian
Accounting Supervisor
STI College Zamboanga

From: Lourdes Jane S. Climaco March 11, 2019
HR Admin Assistant

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

Re: AWOL

Date: March 11, 2019

This is to inform you that Jayson R. Nieras, Physical Education Instructor of STI, has been Absent without Leave (AWOL) as of January 19, 2019.

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



For your information and guidance.

Thank you.


Lourdes Jane S. Climaco
HR Admin Assistant for Records

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