

TO : All SJI Employees

FROM : Atty. Angelique Margret T. Natividad
HR Director

RE : Notice of Preventive Suspension

DATE : August 17, 2020

Please be informed that **Ma'am Juvieh C. Tacloban**, assigned at OBP (whose picture appears below) is placed under **Preventive Suspension** effective August 19, 2020 due to suspected commission of a grave offense under section 5.3.1 (a) and (i) and 5.3.2 (j) which state:

"Theft or unauthorized taking out of property or money regardless of the amount from the Organization as well as from any other Team Members, students or customers

Misrepresentation, malversation, unauthorized diversion, or withholding Organization funds regardless of the amount involved;

Failure to follow SOPs which results in or could result in damage to the organization in the amount of above Php 10,000."



Based on the incident report dated August 12, 2020, **there was allegedly** taking of money from the cash box, wearing of company jewelry items when leaving the store, and not securing all the items in the Vault before closing.

Thus, she is not authorized to make any transaction on behalf of Sophia Jewellery, Inc., nor can she represent the company in any aspect until an investigation and a hearing have been conducted, and a decision arrived at by the hearing committee. ---

Another announcement shall be issued soon after the Committee comes to a decision regarding the case and the said employee (Ma'am Juvieh Tacloban) is notified.

For your information and guidance.

Thank you.