

TO : All Team Members
FROM : Human Resources Department
RE : Notice of Preventive Suspension
DATE : August 18, 2023

Please be informed that **Ms. Janilyn T. Goles and Mae I. Antinero**, assigned at VSR Valencia Robinsons (whose pictures appear below) are placed under **Preventive Suspension** effective August 18, 2023, due to an alleged violation of Article V sections 5.3.1. (i.) (j.) 5.3.2 (i.)

- “i. Misrepresentation, malversation, unauthorized diversion, or withholding Organization funds regardless of the amount involved;*
j. Tampering with or stealing Organization products, cash, and property to defraud the Organization;
i. Failure to follow SOPs causing or could cause damage to the Organization in the amount of above Php 10,000.



Mae I. Antinero
Store In-Charge



Janilyn T. Goles
Empowerment Consultant

Based on the incident report dated August 17, 2023, a client who purchased earrings that was included in the Forever sale items was given a 35% discount instead of 55%. However, the duplicate copy surrendered to the company indicates that the amount the client paid was 55%. There is clearly a variance between the client’s copy and the duplicate copy.

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

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.

Another announcement shall be issued soon after the Committee comes to a decision regarding the case and the said Team Members are notified.

For your information and guidance.

Thank you,


Atty. Angelique Margret T. Natividad
HR Director