

TO : All SJI Employees
FROM : Human Resources Department
RE : Notice of Termination
DATE : Mar 16, 2023

Please be informed that **Macjean C. Aliñabo (KAP)** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective March 14, 2023** due to a grave violation of article V Sections 5.3.1. (j) and 5.3.2 (c.) and Article 282. Of the Philippine Labor Code of which state/s:

- “Tampering with or stealing Organization products, cash, and property to defraud the Organization;”*
c. Encouraging another Team Member to violate rules and regulations;
“Art. 282. Termination by employer. An employer may terminate an employment for any of the following causes;
a. Serious misconduct or willful disobedience by the employer of the lawful orders of his employer or representative in connection with his work;
xxx
b. Fraud or willful breach by the employee of the trust reposed in him by his employer or duly authorized representative;
Xxx “



It was found that she had the landlady sign in the blank acknowledgment receipt of M’Lian and there was even tampering of one of the receipts, writing 1,500.00 on top of the 1,200 which was printed on the acknowledgment receipt amount portion. This is clearly intentional fraud consisting of deception willfully and deliberately done. This constitutes an act of tampering and is against the company’s values of integrity. More than that, she encouraged others to violate company rules and regulations by teaching them this wrong practice. She is therefore guilty of, and admitted to violating the provision below:

- “j. Tampering with or stealing Organization products, cash, and property to defraud the Organization”*
“c. Encouraging another Team Member to violate rules and regulations;”

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