

To: Sheryl L. Julian
Accounting Supervisor
STI College Zamboanga

From: Lourdes Jane S. Climaco
HR Admin

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

Re: Resigned Employee

Date: May 16, 2019

This is to inform you that Jessie Kirk D.S. Grubb, Audit Staff – Operations Internal of TNGC, has tendered her resignation effective June 30, 2019.

Please hold salary from June 11 - June 25 (one cut-off) and remaining days from June 26-30, 2019 will be released after all accountabilities are cleared.



For your information and guidance.

Thank you.

Lourdes Jane S. Climaco May 16, 2019
HR Admin

Revised by
the HR Admin