

To: Sheryl Julian
Accounting Supervisor
STI College Zamboanga
Jan 30, 2019
From: Lourdes Jane S. Climaco
TNGC- HR Admin Assistant

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

Re: New Employees
Date: January 17, 2019

Listed below are the new employees of TNGC.

For your information and guidance.

Thank you.

NEW

Name: **Josephine Claire S. Alam**
Position: Audit- Systems and Process
Department: Audit
Rate: PHP 316.00/ day
Start date of Employment: January 22, 2019
TIN: 482-775-965
SSS: 10-1169621-1
PHILHEALTH: 14-251106859-1
PAGIBIG: 1211-5648-0118
Birthdate: July 6, 1995
Status: single
Address: 062, Leslie Drive, Abelardo Climaco Street, Tetuan, Zamboanga City
Contact No.: 09206724648
Metrobank Account No.: 510-3-510-06325-3
Employee ID Number: 045-2019-001



Handwritten signature and date:
D. J. M. 24-19
for Accty Copy