

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

Please be informed that **Gemma P. Gimeno (OGR)** (whose picture appears below) **is no longer connected with Sophia Jewellery, Inc. effective January 10, 2023**, due to a grave violation of article V Sections 5.3.1. (i) and 5.3.2 (c.) and Article 282. Of the Philippine Labor Code of which state/s:

“a. Theft. Includes taking out of property or money of any amount without written authorization from the proper persons;

Art. 288. Termination by Employer – An employer may terminate an employment for any of the following reasons:

a. Serious misconduct or willful disobedience by the employee of the lawful orders of his employer or representative in

connection with his work;

b. Gross and habitual neglect by the employee of his duties;

c. Fraud or willful breach by the employee of the trust reposed in him by his employer or duly authorized representative;

d. Commission of a crime or offense by the employee against the person of his employer or any immediate member of his family or his duly authorized representative”



It was found out based on the incident report dated December 31, 2022, she was caught on CCTV of Prince Hypermart Kapatagan Department Store shoplifting a set of Brilliant Skin Essentials beauty products. The hearing committee found her culpable of theft.

She is therefore guilty of, and admitted to violating the provision below:

“a. Theft. Includes taking out of property or money of any amount without written authorization from the proper persons;

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. Angeline Margret T. Natividad
HR Director