

To: Department Heads
Sophia Jewellery Inc.

From: Lourdes Jane S. Climaco ^{Jan 22, 2019}
HR Admin Assistant for Records

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

Re: Absent without Leave (AWOL)

Date: January 22, 2019

This is to inform you that Jehsa Alvic Cubao, Empowerment Consultant of Sophia Jewellery Inc. at Cagayan de Oro City, last reported was December 18, 2018.



For your information and guidance.

Thank you.