



Name: JOVER M. STA. MARIA Position: GUEST SERVICES ASSOCIATE
 Property / SBU: MY PLACE / Front Office Date Resigned: September 30, 2017

To be routed by resigning employee per suggested order:

1st PART (Property Based)

OFFICE	ACCOUNTABILITY	REMARKS	STATUS	NAME/SIGNATURE
Immediate Superior				REDAON, ROSEMARIE
Department Head				DE CASTRO, CHRISTINA ELENA
Accounting				CACANINDIN, JENELYN
ICT				SUBA JR., ROMEO
In-House Pastor/Intercessor				BAMBO, FERNANDO

2nd PART (Head Office)

OFFICE	ACCOUNTABILITY	REMARKS	STATUS	NAME/SIGNATURE
Product Mngt. Dept.	mobile phone loop	none	Cleared	ZAMORA, MELCHOR
Product Mngt. Dept.				ZAMORA, MELCHOR
ICT	laptop	for refund 5000	Cleared	QUIAMBAO, JORGE DAINE
ICT				QUIAMBAO, JORGE DAINE
Accounting				FADEROGAO, FELIPE
Central Treasury / Payroll				CARMEN, MA RITA
NFS				VELARDE, DIVINA
HRD				CHAVEZ, NELSON

If it is determined that I am still accountable for money and /or property to the company either as principal or guarantor, I agree to settle obligations within a reasonable period of time or by deducting from whatever is still due if any

Employee's Signature / Date