

To : All Employees

From :  Atty. Angelique Margaret T. Natividad
HR Director

RE : Old Company Phones for Sale

Date : August 24, 2023

Please be advised that all phone custodians who are eligible to get a new phone may purchase their old phone unit for personal use at an affordable price. MIS will release the phone only to the custodians who will submit signed ATDs. Phone custodians are only allowed to purchase one (1) unit of the old phone (the ones in their custody) to give other Team Members the opportunity to avail of the second-hand phones.

If the custodian is not interested, the old phone unit must be turned over to MIS for proper examination and shall be free for all via raffle (2nd round) 1 person 1 phone. This 2nd round excludes custodians who have purchased their own phone. The Phone custodian shall be automatically charged the amount of 500.00 if the old company phone is found defective or with incomplete accessories (charger and headset).

If some phones remain after the raffle, only then can those who purchased be allowed to purchase more than 1 phone per person (3rd round).

The price and specifications of these units are as follows, on an as-is-where-is basis:

Specifications	Price
Samsung Galaxy A11 Black (in good condition including the accessories)	500.00
Samsung Galaxy A11 Black (with defects)	200.00

HR will collect the entries and do the raffle draw. Please let HR know before noon on August 30th if you are interested in participating in the raffle.

MIS will release the phones only to the winners who can present signed ATDs or deposit slips.

Team Members may choose to pay for the phones in cash or through a one-time salary deduction.

For cash payment, please pay via bank deposit/mobile banking fund transfer to:

Metrobank Account Name: Sungold Technologies, Inc.

Acct No.: 510-7-51002314-1

For the one-time salary deduction option, the Team Member must prepare and sign an ATD with the immediate head's signature.

If you have any questions, please contact M'Ira or M'Twinkle at 0917-308-6376 or 991-9936 or email hradmin@teamtngc.com.

Thank you.