

Date: September 16, 2021

To: All Team Members

From: Angelo Miguell T. Natividad  
Finance Director

Re: Updated Finance Directory

Cc: Office of the President, Business Head, Directors and Department Heads

In our commitment to serve you better and to further improve our process, changes in Finance Department have been taken place effective **September 20, 2021**.

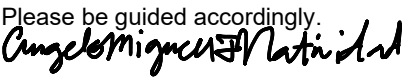
We updated our directory to guide all Departments on who the right person to contact and escalate concern for proper actions.

Team Member	Email Add	Contact No.	Concerns
Reycel I. Calida <i>Purchaser</i>	<a href="mailto:tngc.ricalida@gmail.com">tngc.ricalida@gmail.com</a>	0917-722-0361	<ul style="list-style-type: none"><li>Accountable Forms/Office Supplies Request</li></ul>
Michelle Grace D. Cañete <i>Finance Junior II</i>	<a href="mailto:tngc.mgdcanete@gmail.com">tngc.mgdcanete@gmail.com</a>	0917-795-7492	<ul style="list-style-type: none"><li>Mailing Distribution</li><li>OR Validation</li><li>Daily Payment Receipts (DPR) Monitoring</li><li>GCash / Palawan / Credit Card Payment Monitoring</li><li>Liquidation</li></ul>
Aprilynne M. Bucoy <i>Finance Junior III</i>	<a href="mailto:tngc.ambucoy@gmail.com">tngc.ambucoy@gmail.com</a>	0917-106-1605	<ul style="list-style-type: none"><li>Payments for Telcos, Lessors &amp; Security Services and other with Tax Suppliers</li></ul>
Ma. Gina M. Escobar <i>Finance Junior III</i>	<a href="mailto:tngcmgescobar@gmail.com">tngcmgescobar@gmail.com</a>	0917-795-7503	<ul style="list-style-type: none"><li>Business Permits, Contracts of Lease</li><li>Payments for Nontax Suppliers, Reimbursement, Travel Budgets, &amp; PCF Replenishments</li></ul>
Maria Irene Stefani G. Gambol <i>Finance Senior Staff I (Trainee)</i>	<a href="mailto:tngc.misggambol@gmail.com">tngc.misggambol@gmail.com</a>	0917-580-7114	<ul style="list-style-type: none"><li>Payroll &amp; PI processing</li><li>Government benefits related (PHIC, SSS &amp; HDMF)</li></ul>
Elizabeth S. Sulbi <i>Finance Senior Staff II</i>	<a href="mailto:sophia.essulbi@gmail.com">sophia.essulbi@gmail.com</a>	0917-710-5153	<ul style="list-style-type: none"><li>Quit claims assessment</li><li>Jewelry loan assessment</li><li>All payroll deductions related (laptop, ATD, loans and etc)</li></ul>

Please furnish a copy (CC) of your emails to the following officers for concerns in their respective areas of responsibility:

Melissa M. Francisco <i>Accounting Supervisor</i>	<a href="mailto:tngc.mmfrancisco@gmail.com">tngc.mmfrancisco@gmail.com</a>	0917-315-5539	<ul style="list-style-type: none"><li>Daily sales and deposit transactions</li><li>Liquidation</li><li>DTR, PI, Payroll, Quit Claims &amp; ATDs</li><li>Government Related Transactions</li></ul>
Angelo Miguell T. Natividad <i>Finance Director</i>	<a href="mailto:angelomiguellnatividad@gmail.com">angelomiguellnatividad@gmail.com</a>	091- 633-2722	<ul style="list-style-type: none"><li>Payments to Suppliers, Lessors, Telcos, &amp; Security Services</li><li>PCF Replenishments, RIS &amp; Budget Requests</li><li>Honoraria &amp; Reimbursements</li><li>Bank Related Transactions</li></ul>

Please be guided accordingly.



ANGELO MIGUELL T. NATIVIDAD  
Finance Director