

To: **All Employees**

From: **Angela Monette T. Natividad**

Re: **New Audit Directory**

Date: **August 10, 2020**

In order for Audit to serve you better, we would like to inform you of the following changes with regards to inter-department coordination/collaboration with the Audit Department as part of our transition. This is to guide the employees in identifying which Audit Team Member you should contact when you have concerns/inquiries.

Below are the list of the Audit Sections and the corresponding team member you should contact.

AUDIT DIRECTORY

	Contact Person	Email Address	Contact Number	Concerns
Operations Audit/Compliance Audit	Mary Jane B. Asan	sophia.mjbasan@gmail.com	0977-823-4344	SJI operations concerning inventories and spot audit findings
	Jelly B. Dela Peña	sophia.jbdelapena@gmail.com	0917-795-7484	SJI operations concerning inventories and spot audit findings SJI operations concerning collections, deposits, LAP, PI, PCF/CF
Business, Process and IT Audit	Annjaneth F. Diabordo	tngcaudit.ajdiabordo@gmail.com	0935-286-8621	All eDTR related concerns (Policy and Process)
	Myra Christine Joyce P. Bayaras	tngcaudit.mpbayaras@gmail.com	0955-963-8800	All HRIS related concerns (Policy and Process)
	Ricelle L. Guevarra	tngcaudit.rbalureano@gmail.com	0917-710-4137	SJI & TNGC Online Systems and Manual processes concerns Trainings on Process Documentation and Flowchart

And with all your concerns addressed to the respective Auditors as indicated above, please don't forget to **cc their respective heads (Ma'am Jelly and Ma'am Ricelle) and Sir Angelo Natividad (ATN)** with email address angelomiquellnatividad@gmail.com.

Should you have any concerns please do not hesitate to approach us in the Audit Office or call at our telephone number 309-0031 (Globe Landline). In case the appointed Audit personnel is absent, you may approach Ma'am Jelly/Ma'am Ricelle or text/call them with their respective mobile number to assist you in directing your concerns.

For your information and guidance.