

Date: August 31, 2023

To: All Team Members

From: Angelo Miguell 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 today.


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>	tngc.ricalida@gmail.com	0917-722-0361	<ul style="list-style-type: none">Accountable FormsOffice Supplies RequestFixed Assets Tagging
April Rose I. Luna <i>Finance Junior II</i>	ariluna@teamtngc.com	0917-795-7492	<ul style="list-style-type: none">Mailing DistributionDPR MonitoringGCash / Palawan / Credit Card Payment Monitoring
Aprilynne M. Bucoy <i>Finance Junior III</i>	tngc.ambucoy@gmail.com	0917-106-1605	<ul style="list-style-type: none">Payments for Telcos, Lessors & Security Services and other with Tax Suppliers
Ma. Gina M. Escobar <i>Finance Junior III</i>	tngcmgescobar@gmail.com	0917-795-7503	<ul style="list-style-type: none">Payments for Nontax Suppliers, Reimbursement, Travel BudgetsContracts of LeasePermits & Licensing (BIR & City Hall)
Rubybel P. Mina <i>Finance Senior Staff I</i>	tngc.rpmina@gmail.com	0917-580-7114	<ul style="list-style-type: none">Government Benefits relatedPayroll & PIATDJewelry Loan Assessment
Elizabeth S. Sulbi <i>Finance Senior Staff II</i>	sophia.essulbi@gmail.com	0917-710-5153	<ul style="list-style-type: none">Quit Claims Assessment

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

Meynardo M. Pantaleon Jr. <i>Accounting Supervisor</i>	tngc.mjmpantaleon@gmail.com	0917-703-6476	<ul style="list-style-type: none">All Payments to Suppliers.PCF Replenishments, RIS & Budget Requests
Rosel T. Batusin <i>Accounting Supervisor</i>	tngc.rtbatusin@gmail.com	0917-705-6646	<ul style="list-style-type: none">Permits & Licensing (BIR & City Hall)Payroll related
Melissa M. Francisco <i>Accounting Supervisor</i>	mmfrancisco.tngc@gmail.com	0917-315-5539	<ul style="list-style-type: none">Liquidation, Honoraria & ReimbursementsCC Machines and Bank Related.

Please be guided accordingly.


ANGELO MIGUELL T. NATIVIDAD
Finance Director