

To: All Zamboanga Team Members (TNGC, Sales and SC)

From: Atty. Angelique Margret T. Natividad
HR Director

Re: Annual Physical Examination 2021 (Medical and Dental Check-up)

Date: June 26, 2021

Greetings!

In our commitment to ensure a healthy workforce and to guarantee continued productivity of the Organization, we are happy to announce the schedule for the Annual Medical and Dental check-up.

The following employees, with 1 year tenure in either of the Companies listed below can avail of these benefits:

1. Sungold Technologies Inc./TNGC
2. Sophia Jewellery Inc.

In this connection, we are forwarding to you the schedule for the medical-dental checkup. Please take time to read the following guidelines to ensure a smooth flow of the activity.

1. The time spent for the Medical-Dental Examination will be considered an OFFICIAL time out.
 2. Proceed to Ciudad Medical at HMO section (HMO will be open between 8:00 AM to 5:00 PM Monday to Saturday)
 - To assist you please look for Ma'am Gay and present your ID and Medical Card.
 - For those Team Members who want to go earlier than 8:00 am or later than 5:00 pm please proceed directly to OPD
 3. For the Dental check-up proceed to the clinic of Dra. Melanie Lim-Chua at the 2nd floor of Yang's Hotel.
- IMPORTANT REMINDER: The schedule set for the Dentist is for Oral Prophylaxis ONLY. Other procedures such as extraction and the likes will not be allowed. If the Dentist recommends other procedures below will be your course of action:
- a. Reschedule a follow up appointment.
 - b. Ask for the name of the procedure and the cost.
 - c. Secure “Authority to Deduct form” from Corporate HR
 - d. Forward to Accounting for approval
 - e. Once approved, you can now have the procedure.
4. After the Annual Medical and Dental check-up, please return the medical card with signature to HR office.

For clarifications and questions please call Ma'am Ira.

For your information and guidance.

ANNUAL PHYSICAL EXAMINATION 2021 Date Schedule

First Name	Middle Name	Last Name	Date Schedule for Medical Check up	Date schedule for Dental Check-up
Aprilynne	Malonzo	Bucoy	Any time of the day from June 28-July 9, 2021	July 12, 2021 11:00 am
Daren Jane	Padilla	Borgonia	Any time of the day from June 28-July 9, 2021	July 12, 2021 11:30 am
Elbert Rhoy	Baring	Jaylo	Any time of the day from June 28-July 9, 2021	July 15, 2021 11:00am
Elmer	Hipolito	Sanson	Any time of the day from June 28-July 9, 2021	July 19, 2021 01:30pm
Maria Gina	Maravillas	Escobar	Any time of the day from June 28-July 9, 2021	July 19, 2021 02:00 pm
Maria Irene Stefani	Gregorio	Gambol	Any time of the day from June 28-July 9, 2021	July 22, 2021 11:00am

Reycel	Isidro	Calida	Any time of the day from June 28-July 9, 2021	July 22, 2021 11:30am
Annjaneth	Francisco	Diabordo	Any time of the day from June 28-July 9, 2021	July 12, 2021 01:30 pm
Jelly	Bargamento	Dela Peña	Any time of the day from June 28-July 9, 2021	July 12, 2021 02:00 pm
Myra Christine Joyce	Patriarca	Bayaras	Any time of the day from June 28-July 9, 2021	July 16, 2021 11:00am
Ricelle	Laureano	Guevarra	Any time of the day from June 28-July 9, 2021	July 16, 2021 11:30pm
Shelaine Rica	Apolinario	Reyes	Any time of the day from July 10-16, 2021	July 21, 2021 11:00am
Georgina	Eparua	Dela Torre	Any time of the day from July 10-16, 2021	July 21, 2021 11:30am
Angela Monette	Tam	Natividad	Any time of the day from July 10-16, 2021	
Abelardo	Francisco	Salvador	Any time of the day from July 10-16, 2021	July 13, 2021 11:00am
Gemini	Guarino	Tolentino	Any time of the day from July 10-16, 2021	July 22, 2021 01:30pm
Nedwin	Esperat	Espinosa	Any time of the day from July 10-16, 2021	July 15, 2021 11:30am
Angelique Margret	Tam	Natividad	Any time of the day from July 10-16, 2021	
Ira Mariz	Molina	Gregorio	Any time of the day from July 10-16, 2021	July 16, 2021 01:30pm
Monique	Alvarez	Sariego	Any time of the day from July 10-16, 2021	July 16, 2021 02:00pm
Colleen Marguerite	Veloso	Veloso	Any time of the day from July 17-23, 2021	July 14, 2021 11:30am
Darlyn	Dela Paz	Espiritu	Any time of the day from July 17-23, 2021	July 14, 2021 11:00am
Hannah Marie	Pastores	Alvarez	Any time of the day from July 17-23, 2021	July 20, 2021 01:30pm
Mary Paula	Dela Cruz	Villanueva	Any time of the day from July 17-23, 2021	July 20, 2021 02:00pm
Mercedes	Teogangco	Francisco	Any time of the day from July 17-23, 2021	July 22, 2021 02:00pm
Annamarie	Molina	Malcampo	Any time of the day from July 17-23, 2021	July 14, 2021 01:30pm
Arra Mae	Sangcadan	Genova	Any time of the day from July 17-23, 2021	July 14, 2021 02:00pm
Cheenee	Sortez	Besañez	Any time of the day from July 17-23, 2021	July 15, 2021 01:30pm
Criszelle	Mendoza	Rayat	Any time of the day from July 17-23, 2021	July 15, 2021 02:00pm
Danika Joy	Tubula	Gallemit	Any time of the day from July 17-23, 2021	July 19, 2021 11:00am
Ellen Rose	Plenago	Enetorio	Any time of the day from July 17-23, 2021	July 19, 2021 11:30am
Elvie	Danong	Serrano	Any time of the day from July 17-23, 2021	July 20, 2021 11:00am
Genevie	Francisco	Fernando	Any time of the day from July 17-23, 2021	July 20, 2021 11:30am
Gesamae	Patoc	Espinosa	Any time of the day from July 17-23, 2021	July 21, 2021 01:30pm
Jean	Palad	Alegado	Any time of the day from July 17-23, 2021	July 21, 2021 02:00pm
Jenifer	Orsal	Miano	Any time of the day from July 24-31, 2021	July 23, 2021 11:00am
Jonalyn	Flora	Pilla	Any time of the day from July 24-31, 2021	July 23, 2021 11:30am
Lovelyn	Hitguin	Selinel	Any time of the day from July 24-31, 2021	July 23, 2021 02:00pm
Mercy	Baya	Quevedo	Any time of the day from July 24-31, 2021	July 26, 2021 11:00am
Miraflor	Monteron	Domingo	Any time of the day from July 24-31, 2021	July 26, 2021 11:30am
Miravel	Balihon	Diva	Any time of the day from July 24-31, 2021	July 26, 2021 01:30am
Noela	Mengo	Santiago	Any time of the day from July 24-31, 2021	July 26, 2021 02:00pm
Rancy	Delos Santos	Amper	Any time of the day from July 24-31, 2021	July 27, 2021 11:30am
Cecile	Belciña	Bongalos	Any time of the day from July 24-31, 2021	
Rey -Charles	Agbulos	Arnad	Any time of the day from July 24-31, 2021	July 13, 2021 02:00pm
Sunny	Estrella	Marabi	Any time of the day from July 24-31, 2021	July 13, 2021 01:30pm