

Date:

February 28, 2020

To:

All Employees

Cc:

Business Head, Directors and Department Heads

From:

Angela Monette T. Natividad

Re:

Updated Accounting Directory

In our commitment to serve you better and to further improve our process, changes in Accounting Department have been taken place effective **March 1, 2020**.

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

TNGC Support Services Directory - Accounting Department			
Contact Person	Email Add	Contact No	Concerns
Elizabeth S. Sulbi	sophia.essulbi@gmail.com	0917-710-5153	Quit claims (SJI, STI, DI and TNGC) Jewelry loan Assessment Jewelry Loan Monitoring Laptop Loan Monitoring Payroll and 13th month Processing (SJI) PI Processing (SJI)
Ma. Gina M. Escobar	tngcmgescobar@gmail.com	0917-795-7503	Business Permit Requirements Lease of Contract Request for Payment Processing (Suppliers, Travel Budget, PCF Replenishment)
Daren Jane P. Borgonia	darenjaneborgonia@gmail.com	0917-580-7114	Credit card swipe machine - no signal Payroll and 13th month Processing (STI, DI and TNGC)
Aprilynne M. Bucoy	tngc.ambucoy@gmail.com	0917-795-7503	Telco Payments (Globe, Smart, PLDT, SUN) Request for Payment Processing (Rental, Security and Janitorial Services, HO) all companies
Amor Y. Hernandez	tngc.aayhernandez@gmail.com	0917-795-7503	Government Contributions (SSS, PHIC and HDMF) & Loan Processing (all companies) Timekeeping Processing (all companies)
Geneveve O. Lopez	tngc.gelopez85@gmail.com	0917-795-7503	Advances and Liquidation Accountable forms and Supplies OR Validation (STI)
Maria Irene Stefani G. Gambol	tngc.misggambol@gmail.com	0917-795-7503	OR Validation (SJI) Daily Payment Receipts - DPR
Please CC the following Supervisors/FD for concerns in the repective area of responsibility.			
Melissa M. Francisco	tngc.mmfrancisco@gmail.com	0917-634-8538	Supervisor (Timekeeping, Payroll, Quit claim and Gov't Benefits)
Dominic NT. Wong	tngc.dntwong@gmail.com	0917-718-6605	Supervisor (Payments, Suppliers, PCF, Honorarium, Reimbursement and Jewelry Loan)
Angelo MigueII T. Natividad	angelomigueIInatividad@gmail.com	0917-633-2722	Finance Director - In Training

For your information and guidance.

Thank you.