

To : All Employees
From: Happiness Resources Department
RE : New HR Directory
Date : November 14, 2019

In order for HR to serve you better we have come up with an HR Directory. This is to guide the employees identify which Happiness Expert (HR Personnel) you should contact when you have concerns/inquiries.

Below are the list of the HR Sections and the corresponding Happiness Expert you should contact.

HR DIRECTORY

HR SECTIONS	Contact Person	Contact No.	Email Address
Service & Information Section	M'Monique	0975-953-7572	tngchr.masariego@gmail.com
Records			
* Employment Contracts			
* Records of Employees Information (201)			
* Agreements (Laptop Loan, Jewelry Loan, Company Mobile etc.)			
* ATD (Authority To Deduct)			
* Relocations memos for EC			
* Resignation and Employee Clearance			
* Certificate of Employment Requests			
Employee Relations	Ma'am Ira	0917-308-6376	tngchr.immgregorio@gmail.com
* Information Dissemination			
* Company Rules and Regulation (Code of Conduct)			
* Grievance Process (13A & 13B)			
* Employee Evaluations			
* Exit Interviews (1st part of Employee Clearance)			
* Work-related Consultations			
Company Benefits			
* Overview of Company Benefits			
Matrimonial			
Bereavement			
Personal Accident			
Insurance			
Annual Medical and Dental			
Check-up			
Incentive Leaves			
Paternity Leave			
Birthday Cake			
Performance & Development Section	Ma'am Tara	0915-279-0105	TNGCHR.Tmabeierano@gmail.com
* Assistance in Training/Roll-outs and use of training materials	Ma'am AV	0917-718-9362	tngchr.avbucu@gmail.com

	Ma'am Sienna	0936-420-3575	tngchr.rscabarrubias@gmail.com
	Ma'am Joyce	0915-136-9403	sophia.jcrevillas@gmail.com
	Ma'am Chenchon	0927-903-6920	sophia.cwbalala@gmail.com
	Sir Darryle	0977-688-1426	tngchr.dccalumpong@gmail.com
	Sir Jhosh		tngchr.jdpasilan@gmail.com
Talent & Acquisition Management			
*Hiring Positions	M'Jane	0917-597-3243	tngchr.jasgemperoso@gmail.com
*Personnel Requests	M'Liz	0917-710-4133	sophia.lpguerrero@gmail.com
*Hiring Inquiries	M'Ela	0927-280-4969	sophia.smsocay@gmail.com

Should you have any concerns please do not hesitate to approach us in the HR Office or call at 991-9936. ***In case the appointed HR personnel is absent, you may approach Ma'am Ira or text/call on her mobile to assist you in directing your concerns.***

For your Information and Guidance.

Thank you,


Atty. Angelique Margaret T. Natividad
HR Director