

To : TNGC Employees

From: Atty. Angelique Margret T. Natividad  
HR Director

RE : Uniform Measurement

Date : December 2, 2019

The Happiness Resources is happy to announce that we will be issuing new uniforms to qualified Shared Services Team Members this coming 2020.

Please be informed that we will have a Uniform Measurement this December 6-7, 2019 at the Conference Room, 5<sup>th</sup> Floor. The schedule are as follows as indicated in the table below;

Date	Time	Department
December 6, 2019	9:00AM-11:30AM	Marketing
December 6, 2019	1:00PM-3:00PM	Audit
December 7, 2019	9:00AM-11:30AM	HR
December 7, 2019	1:00PM-3:00PM	Accounting/ADMIN(BOD)

If you have any questions or concerns feel free to contact or approach Ma'am Monique or Ma'am Ira at HR Department. Or simply call 991-9936.

For your information and guidance.

Thank you!