

To : All Team Members

From : ~~Atty. Angelique Margret T. Natividad~~
HR Director

RE : HR Re-Shuffling and Updated Directory

Date : February 18, 2022

Greetings!

Effective February 21, 2022 - Ma'am Liz P. Guerrero is the new full time Building Admin Officer/Executive Assistant to the BOD/Business Development Officer. Any concerns that need to be addressed related to building maintenance, utilities, equipment, and any other related matters may be brought to her.

Since Ma'am Liz has accepted the new task she will no longer be a part of HR or doing recruitment. With this we have attached an updated HR Directory for your reference.

HR Directory

HR Section	Concern	Contact Person
Admin – System Information Services (SIS)	-Employment Contracts -Records of Employees Information (201) -HRIS Admin – approves update information requests -Agreements (Laptop Loan and Training contracts) -Processing of ATD -PA -Relocation Memos for EC -Resignation and Clearance -COE requests	Ma'am Monique Records Officer 0905-064-6253 tngchr.masariego@gmail.com
	-Overview of Company Benefits (Matrimonial, Bereavement, Personal Accident Insurance, Annual Physical/Medical Examination, Birthday Cakes, Service Incentive Leaves, etc.) -Information Dissemination -Company Rules and Regulation (Code of Conduct) -Grievance Process (13A/13B/Hearing) -Exit Interview -Work-related consultations	Ma'am Ira Employee Relations Officer 0917-308-6376 tngchr.immgregorio@gmail.com
	-All other Admin Information and Benefit Concerns and queries -Work-related consultations	Ma'am Cel HR Manager 0917-710-4137
Recruitment – Talent Acquisition Management	-Hiring Personnel -Personnel Requisition Form (PRF) -Hiring Inquiries -Referral Program -Work-related consultations	Ma'am Love Recruitment Officer 0917-308-6375 sophia.ldrbenitez@gmail.com
		Ma'am Jane Recruitment Officer/TAM Head 0917-597-3243 Tngchr.jasgemperoso@gmail.com
Training and Development	Security and Maintenance	Ma'am Joyce Jr. Training Developer 0917-652-4985
		Ma'am Chen

	-Assistance in Training/Roll-outs and use of training materials -Request for Training and Schedules	Jr. Trainer 0927-470-0615 Sophia.cwbalala@gmail.com
		Ma'am Sha Jr. Trainer 0956-764-6492 Sophia.scledesma@gmail.com
		Ma'am Ems Jr. Trainer 0917-633-2731 Sophia.evvacaro@gmail.com
	-OD and Training requests	Ma'am Tara Jr. Training Developer 0915-279-0105

You may contact HR for questions.

Thank you.