

**To : All Employees**  
**From: Happiness Resources Department**  
**RE : New HR Directory**  
**Date : February 21, 2023**

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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
<b>Service &amp; Information Section</b>	Ma'am Twinkle	0953-315-9499	<a href="mailto:rclarracochea@teamtngc.com">rclarracochea@teamtngc.com</a>
<b>Records</b>			
* 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			
* BH LOAs			
* Birthday Cake			
<b>Employee Relations</b>	Ma'am Ira	0917-308-6376	<a href="mailto:immgregorio@teamtngc.com">immgregorio@teamtngc.com</a>
* 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			
<b>Company Benefits</b>			
* Overview of Company Benefits			
Matrimonial			
Bereavement			
Personal Accident			
Insurance			
Annual Medical and Dental			
Check-up			
Incentive Leaves			
Paternity Leave			
Birthday Cake			

<b>Performance &amp; Development Section, Personal Development Training</b>	Ma'am Tara	0915-279-0105	<a href="mailto:tngchr.tmabejerano@gmail.com">tngchr.tmabejerano@gmail.com</a>
* Assistance in Training/Roll-outs and use of training materials	Ma'am Sha	0956-764-6492	<a href="mailto:sophia.sclledesma@gmail.com">sophia.sclledesma@gmail.com</a>
	Ma'am Joyce	0917-652-4985	<a href="mailto:sophia.jcrevillas@gmail.com">sophia.jcrevillas@gmail.com</a>
Sales Training	Ma'am Chenchen	0927-470-0615	<a href="mailto:sophia.cwbalala@gmail.com">sophia.cwbalala@gmail.com</a>
Sales Training	Ma'am Emz	0917-633-2731	<a href="mailto:sophia.evvacaro@gmail.com">sophia.evvacaro@gmail.com</a>
Personal Development training, BH Agreements & Payments	Ma'am Grace	0997-703-1698	<a href="mailto:tngc.marygracedeles@gmail.com">tngc.marygracedeles@gmail.com</a>
<b>Talent &amp; Acquisition Management</b>			
*Hiring Positions	Ma'am Jane / Ma'am Cel	0917-597-3243	<a href="mailto:careers@teamtngc.com">careers@teamtngc.com</a>
*Personnel Requests	Ma'am Lorraine	0917-308-6375	<a href="mailto:albpecson@teamtngc.com">albpecson@teamtngc.com</a>
*Hiring Inquiries	Ma'am Lorraine	0917-308-6375	<a href="mailto:albpecson@teamtngc.com">albpecson@teamtngc.com</a>

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**