

To : All Employees

From: Atty. Angelique Margret T. Natividad
HR Director

RE : New HR Directory

Date : June 17, 2021

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

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

HR DIRECTORY

HR SECTIONS	Contact Person	Contact No.	Email Address
Service & Information Section	Ma'am Cel	0917-607-5030	tngc.aspenola@gmail.com
DOLE compliance and Occupational Safety and Health			
All admin and recruitment related concerns			
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			
Records			
* Employment Contracts			
* Records of Employees Information (201)			

* Agreements (Laptop Loan, Jewelry Loan, Company Mobile etc.)	M'Monique	0905-064-6253	tngchr.masariego@gmail.com
* ATD (Authority To Deduct)			
* Relocations memos for EC			
* Resignation and Employee Clearance			
* Certificate of Employment Requests			
Security	Ma'am Joyce	0917-136-9403	sophia.jcrevillas@gmail.com
Performance & Development Section			
* Assistance in Training/Roll-outs and use of training materials	Ma'am Tara	0915-279-0105	TNGCHR.Tmabejerano@gmail.com
	Ma'am Joyce	0917-136-9403	sophia.jcrevillas@gmail.com
	Ma'am Chenchon	0927-903-6920	sophia.cwbalala@gmail.com
	Ma'am Ems	0917-633-2731	sophia.evvacaro@gmail.com
	Ma'am Shalaine	0956-764-6492	sophia.sclesdesma@gmail.com
Talent & Acquisition Management Section			
*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'Lovely	0917-308-6375	sophia.ldrbenitez@gmail.com

And with all your concerns addressed to the respective HR please do not forget to cc their respective heads. 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,