

TO: Iconiq Innovations Inc.

FROM: Atty.  Marget T. Natividad
HR Director

SUBJECT: Shared Services Directory

DATE: July 7, 2023

As part of our commitment to serve you better and streamline our services we have come up with an updated Shared Services Directory. This is to guide our Team Members identify which TNGC Personnel you should contact when you have concerns/inquiries.

Sections/Role	Contact Person	Email/Contact Number
HR Related		
Hiring Positions	Ma'am Jane Sr. Recruitment Officer	tngchr.jasgemperoso@gmail.com 0917-597-3243 https://www.facebook.com/jane.gemperoso
Personnel Requests	Ma'am Lorraine Recruitment Officer	albpecson@teamtngc.com 0917-308-6375 https://www.facebook.com/lorraine.pecson
Hiring Inquiries	Ma'am MJ Recruitment Assistant	careers@teamtngc.com 0966-655-1269 https://www.facebook.com/cruz.0516
Employment Contracts and Agreements	Ma'am Twinkle Records Officer	
Records of Employees Information (201)		rclarracochea@teamtngc.com
Resignation and Employee Clearance		0953-315-9499
Certificate of Employment Requests		https://www.facebook.com/LrrcchRstt
Employee Evaluations		hradmin@teamtngc.com
Information Dissemination	Ma'am Ira Employee Relations Officer	
Grievance Process (13A & 13B)		employee.relations@teamtngc.com
Exit Interviews (1st part of employee clearance)		immgregorio@teamtngc.com
Work-related Consultations		0917-308-6376
Company Benefits (Bereavement, Personal Accident Insurance, HMO, Incentive Leaves, Paternity Leaves)		https://www.facebook.com/ira.gregorio.7/
Personal Development Training	Ma'am Tara Jr. Training Developer	tngchr.tmabejerano@gmail.com 0915-279-0105 https://www.facebook.com/taramae.bejerano

TO: Iconiq Innovations Inc.

FROM: Atty. Angelina Marget T. Natividad
HR Director

SUBJECT: Shared Services Directory

DATE: July 7, 2023

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Sections/Role	Contact Person	Email/Contact Number
For other HR related concerns	Ma'am Cel HR Manager	tngc.aspenola@gmail.com / hradmin@teamtngc.com 0917-607-5030 https://www.facebook.com/celpenola
Finance Related		
Payroll and Payslips	Ma'am Bel Finance Sr. Staff (Payroll)	payroll@teamtngc.com
Mandated Government Contributions (SSS, Philhealth,		0917-580-7114
Mandated Government Benefits (SSS, Philhealth, and		https://www.facebook.com/bhella .
ITR deductions/concerns and Mandated Government contributions/benefits concerns	Ma'am Rosel Finance Supervisor	tngc.rtbatusin@gmail.com 0917-705-6646 https://www.facebook.com/ezramequi2
Authority To Deduct (ATD) and Payroll concerns		
MIS Related		
HRIS - DTR services	Sir Junel Sr. Software Developer	tngc.jbredillas@gmail.com 09563351962 https://www.facebook.com/RyuShirou
HRIS related concerns	Sir Arnold MIS Director	atinfante@yahoo.com 0917-718-9363 https://www.facebook.com/arnold.infante

Should you have any concerns please do not hesitate to reach us through (062) 991-9936. In case the appointed TNGC personnel is on leave, you may reach Ma'am Ira via call/messenger to assist you in directing your concerns.

For your guidance.