

Date: February 22, 2022

To: All Team Members

From: 
Angelo Miguell T. Natividad

Audit Director

Re: Updated Audit Services Department Directory

Cc: Business Heads, Directors and Department Heads

Effective **March 1, 2022**, we would like to inform you of the following changes with regards to inter-department coordination/collaboration with the Audit Department as part of our transition. This is to guide the employees in identifying which Audit Team Member you should contact when you have concerns/inquiries.

Below are the list of the Audit Sections and the corresponding team member you should contact.

AUDIT DIRECTORY

Audit Unit	Contact Person	Concerns
Operations Audit	Jelly B. Dela Peña Unit Head 0917-795-7484 sophia.jbdelapena@gmail.com	1. SJI Operations: - Jewelry Audit -Store Spot Audit 2. PI Audit
	Mary Jane B. Asan 0977-823-4344 sophia.mjbasan@gmail.com	1. SJI Operations: - Jewelry Audit - Store Spot Audit
Compliance Audit	Ellen John G. De Guzman Unit Head 0975-153-0834 tngc.ejdeguzman@gmail.com	1. SJI & TNGC: - PCF Audit Related Concerns - Collections Audit Related Concerns - Compliance Audit Related Concerns
	Shelaine Rica F. Reyes 0917-710-4135 tngcaudit.srareyes@gmail.com	1. SJI & TNGC: - PCF Audit Related Concerns - Collections Audit Related Concerns
	Georgina E. Dela Torre 0926-489-2410 sophia.gedelatorre2020@gmail.com	1. SJI - Collections Audit Related Concerns
	Jedidah S. Esperat 0926-096-0275 tngcaudit.jsesperat@gmail.com	1. SJI - Collections Audit Related Concerns

Business Process and IT Audit	Ricelle L. Guevarra Unit Head 0917-710-4137 tngcaudit.rblaureano@gmail.com	1. All SJI & TNGC Online Systems and Manual Processes Concerns 2. Schedule Trainings on - Process Documentation - Flowchart - Online Systems 3. Risk Management
	Annjaneth F. Diabordo 0935-286-8621 tngcaudit.ajdiabordo@gmail.com	1. SJI & TNGC Online System Process Concerns - HRIS - EDTR Related Modules (Time Off, Offset, OT, Manual DTR Input, Activities (Travel & Training), Gatepass) - WFH DTR - JRS 2. System Roll-out - JRS - CAP 3. Policy Roll-out - PCF & CF Policy Rollout
	Myra Christine Joyce P. Bayaras 0995-963-8800 tngcaudit.mpbayaras@gmail.com	1. SJI & TNGC Online System Process Concerns & 2. System Roll-out - RPS 3. Policy Roll-out - Travel Budget Requisition and Liquidation

And with all your concerns addressed to the respective Auditors as indicated above, please don't forget to cc their respective heads (Ma'am Jelly (JBD), Ma'am Ricelle (RLG) and Sir EJ (EJD)) and Sir Angelo Natividad (ATN) with email address angelomiguellnatividad@gmail.com.

Should you have any concerns please do not hesitate to approach us in the Audit Office (3F) or call at our telephone number 309-0031 (Globe Landline).

In case the appointed Audit personnel is absent, you may approach Ma'am Jelly/Ma'am Ricelle/Sir EJ or text/call them with their respective mobile number to assist you in directing your concerns.

For your information and guidance.

Thank you.