

Date: May 07, 2024

To: All Team Members

From: Angelo Miguell Natividad Finance  
Director

Re: Updated Finance Directory

Cc: Office of the President, Business Head, Directors, and Department Heads


In our commitment to serving you better and further improving our process, changes in the Finance Department have occurred effective today.

We updated our directory to guide all Departments on who the right person to contact and escalate concerns for proper actions.

| Team Member  | Email Add  | Contact No.   | Concerns  |
|--|--|---------------|---|
| Reycel I. Calida<br><i>Purchaser</i>                   | <a href="mailto:tngc.ricalida@gmail.com">tngc.ricalida@gmail.com</a>     | 0917-722-0361 | <ul style="list-style-type: none"><li>Accountable Forms</li><li>Office Supplies Request</li><li>Fixed Assets Tagging</li><li>Mailing Distribution</li></ul>                                   |
| Michael Veence B. Francisco<br><i>Finance Junior I</i> | <a href="mailto:mvbfrancisco@teamtngc.com">mvbfrancisco@teamtngc.com</a> | 0917-315-5539 | <ul style="list-style-type: none"><li>Liquidation, Honoraria &amp; Reimbursements</li></ul>   |
| April Rose I. Luna<br><i>Finance Junior II</i>         | <a href="mailto:ariluna@teamtngc.com">ariluna@teamtngc.com</a>           | 0917-795-7492 | <ul style="list-style-type: none"><li>DPR Monitoring</li><li>GCash / Palawan / Credit Card Payment Monitoring</li></ul>   |
| Aprilynne M. Bucoy<br><i>Finance Junior III</i>        | <a href="mailto:tngc.ambucoy@gmail.com">tngc.ambucoy@gmail.com</a>       | 0917-106-1605 | <ul style="list-style-type: none"><li>Payments for Telcos, Lessors &amp; Security Services and other with Tax Suppliers</li><li>Government Benefits related.</li></ul>                        |
| Ma. Gina M. Escobar<br><i>Finance Junior III</i>       | <a href="mailto:tngcmgescobar@gmail.com">tngcmgescobar@gmail.com</a>     | 0917-795-7503 | <ul style="list-style-type: none"><li>Payments for Nontax Suppliers, Reimbursement, Travel Budgets</li><li>Contracts of Lease</li><li>Permits &amp; Licensing (BIR &amp; City Hall)</li></ul> |
| Elizabeth S. Sulbi<br><i>Finance Senior Staff II</i>   | <a href="mailto:sophia.essulbi@gmail.com">sophia.essulbi@gmail.com</a>   | 0917-710-5153 | <ul style="list-style-type: none"><li>ATD</li><li>Jewelry Loan Assessment</li><li>Quit Claims Assessment</li></ul>  |

Please furnish a copy (CC) of your emails to the following officers for concerns in their respective areas of responsibility:

|  |  |               |   |
|--|--|---------------|---|
| Meynardo M. Pantaleon Jr.<br><i>Finance Supervisor</i> | <a href="mailto:tngc.mjmpantaleon@gmail.com">tngc.mjmpantaleon@gmail.com</a> | 0917-703-6476 | <ul style="list-style-type: none"><li>All Payments to Suppliers.</li><li>PCF Replenishments, RIS &amp; Budget Requests</li><li>Government Benefits Related</li><li>ATD, Jewelry &amp; Quit Claim Assessment</li></ul> |
| Rosel T. Batusin<br><i>Finance Supervisor</i>          | <a href="mailto:tngc.rtbatusin@gmail.com">tngc.rtbatusin@gmail.com</a>       | 0917-705-6646 | <ul style="list-style-type: none"><li>Permits &amp; Licensing (BIR &amp; City Hall)</li><li>Payroll &amp; PI</li><li>CC Machines and Bank Related.</li></ul>  |

Please be guided accordingly.  
  
**ANGELO MIGUELL T. NATIVIDAD**  
Finance Director