

HR DIRECTORY

HR SECTIONS	Contact Person	Contact No.	Email Address
Administration	Ma'am Lea / Ma'am LJ	0917-308-6375	lacastesantoslea@yahoo.com / lourdesjaneclimaco2017@gmail.com
* Employment Contracts			
* Records of Employees Information (201)			
* Agreements (Laptop Loan, Jewelry Loan, Company Mobile etc.)			
* ATD (Authority To Deduct)			
* Performance Appraisal			
* Relocations memos for EC			
* Resignation and Employee Clearance			
* Certificate of Employment Requests			

Security and Maintenance Head	Darryle C. Calumpong	0917-633-2731	dccalumpong@gmail.com
--------------------------------------	----------------------	---------------	--

Compensation and Benefits	Ma'am Lea	0917-308-6375	lacastesantoslea@yahoo.com
* Salaries Verification and Queries			
* Gov't Remittances (SSS, PHIC, HDMF)			
Maternity & Sickness Benefit under SSS			
* Overview of Company Benefits			
Matrimonial			
Bereavement			
Personal Accident Insurance			
Annual Medical and Dental Check-up			
Incentive Leaves			
Paternity Leave			
Birthday Cake			

Employee Relations	Ma'am Ira	0917-308-6376	irizgregorio@gmail.com
* Information Dissemination			
* Company Rules and Regulation (Code of Conduct)			
* Grievance Process (13A & 13B)			
* Employee Engagement Index			
* Exit Interviews (2nd part of Employee Clearance)			
* Work-related Consultations			

Training and Development	Ma'am AV	0917-718-9362	avbucu@gmail.com
* Assistance in Training/Roll-outs and use of training materials	Ma'am Tara	0915-279-0105	taramae.bejerano@gmail.com

	Ma'am Sienna	0936-420-3575	siennacabarrubias@gmail.com
	Ma'am Joyce		sophia.jcrevillas@gmail.com
	Sir Darryle	0917-633-2731	dccalumpong@gmail.com

Recruitment	Ma'am Jane	0917-597-3243	adeleegee@gmail.com
*Hiring Personnel	Ma'am Lizel	0917-710-4133	sophia.lpguerrero@gmail.com
*Personnel Requisition Form	Ma'am Ela	0927-280-4969	sophia.smsocay@gmail.com
*Hiring Inquiries			
*Referral Program			
* Work-related Consultations			