

To: TNGC Team Members  
From: Angelo Miguell T. Natividad  
Finance Director  
Re: Official Deployment of Workload Distribution  
Cc: Office of the President, HRD, MIS  
Date: March 21, 2022

We are happy to inform you that effective **March 26, 2022**, the **Workload Distribution** functionality in the WFH system shall be officially deployed and ready for use.

The Workload Distribution module will allow Team Members to file their time distribution easier and faster instead of filing it in the manual excel. Please see screenshot below:

Date	OUT 3	Action	Work Hours (WH)	Work Performed	Time Distribution
March 11, 2022		<div>+ 0</div>	08:15:00	<div>-OFFICE-</div>	<div><div>AB00:00</div><div>GYBP00:00</div><div>PTM00:00</div><div>QST00:00</div><div>SGPI00:00</div><div>SJI08:15:00</div></div>

Furthermore, this module also will be a great help in assisting the complete, accurate and on time billing of the shared services.

Please be guided. Thank you.

*Angelo Miguell T. Natividad*

**ANGELO MIGUELL T. NATIVIDAD**  
Finance Director