
Date: August 9, 2019

To: Business Head, Directors and Department Heads

From: Accounting Department **Re:** Updated Accounting Directory

In our commitment to serve you better and to further improve our process, changes in Accounting Department have been taken place.

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

TNGC Support Services			
Directory - Accounting Department			
Contact Person	Email Add	Contact No	Concerns
Ma. Gina Escobar	tngcmgescobar@gmail.com	0917-795-7503	Business Permit Requirements
			Lease of Contract
			Request for Payment Processing non-tax (Suppliers, Travel Budget, PCF Replenishment)
Juvy R. Jainar	tngc.jrjainar@gmail.com	0917-795-7503	Credit card and Gcash Monitoring
			Cash Invoice Validation & Monitoring (STI and DI)
Vanesa Bejerano	tngc.vobejerano@gmail.com	0917-722-0361	Government Contributions (SSS, PHIC and HDMF) & Loan Processing (all companies)
			Payroll and 13th month Processing (all companies)
			PI Processing (SJI)
			Jewelry loan Assessment
Roxan Laurie	tngc.rllaurie@gmail.com	0917-795-7503	Cash Invoice Validation & Monitoring (SJI)
			PCF Replenishment Checking
			Advances and Liquidation
			Accountable forms and Supplies Monitoring
Elizabeth Sulbi	sophia.essulbi@gmail.com	0917-710-5153	Quit claims (SJI, STI, DI and TNGC)
			Jewelry Loan Monitoring
			Laptop Loan Monitoring
Daren Jane Borgonia	sophia.darenjane@gmail.com	0917-580-7114	Credit card swipe machine - no signal
			VMS Billing (STI)
Sherlyn Alaton	tngc.sgalaton@gmail.com	0917-722-0361	Telco Payments (Globe, Smart, PLDT, SUN)
			Request for Payment Processing (SJI Jewelry Suppliers)
			Request for Payment Processing w/ Tax (Rental, Security and Janitorial Services, HO) all companies

For your information and guidance.

Thank you.