

DATE: August 31, 2019
FROM: HR Department
TO: All TCLS Mortgage Employees
SUBJECT: HR Mobile Numbers Contact Information
Employee Information Form

Memorandum #10-2019

I. HR MOBILE NUMBERS CONTACT INFORMATION

Please be informed that the Human Resources Department will now have the following mobile contact numbers:

- 0998 374 3324 – Smart
- 0956 018 8041 – Globe

Employees must now contact the above mobile numbers for the following HR concerns (can include, but not limited to):

- Sending of SMS : at least one (1) hour prior notification for:
 - Coming in late
 - Half Day
 - Emergency Leave
 - Sick Leave
 - Personal Leave

** If the prior notification will be sent through SMS and not through email, employees must still notify (also through SMS) the respective team lead, Ms. Des (0925 500 0742) and Ms. Ram (0998 852 8419).*

- Recruitment
- HR enquiries


Kindly record the above mobile numbers for your reference.

II. EMPLOYEE INFORMATION FORM

In efforts to keep our employee information up to date, please accomplish the Employee Information Form not later than September 7, 2019.

Thank you.


Bakhita Llamas
HR Officer

 8/31/2019
Ramelyn Alaba
Manager