

	DIRECTORY FOR PRODUCT MERCHANDISER KOLIN HEAD OFFICE 1854 KOLIN BLDG. STA RITA ST. GUADALUPE NUEVO MAKATI CITY	
DEPARTMENT	HUMAN RESOURCE DEPARTMENT	
DESIGNATION	RECRUITMENT	ADMIN
RELATED CONCERNS	• ID RENEWAL • VACANCY REPLACEMENT • PM UNIFORM PROCESSING (NEWLY HIRED ONLY) • MEDICAL REIMBURSEMENT (NEWLY HIRED ONLY) • HRIS NEW LOG - IN (newly hired PM)	• APPRAISAL • CONTRACTS • PAN
NAME	MS. CLARABEL PIANO	MS. CIELO MARIE BUTED (METRO MANILA)
CELLPHONE #	09178233926	
OFFICIAL FB ACCOUNT	HR Clara	N/A
LANDLINE #	(02) 8852-6868 local 200	
EMAIL ADDRESS	careers@kolinphil.com.ph	hrdadmin@kolinphil.com.ph

	DIRECTORY FOR PRODUCT MERCHANDISER KOLIN HEAD OFFICE 1854 KOLIN BLDG. STA RITA ST. GUADALUPE NUEVO MAKATI CITY		
DEPARTMENT	HUMAN RESOURCE DEPARTMENT		PAYROLL
DESIGNATION	TIMEKEEPING		
RELATED CONCERNS	• ABSENT LETTER/ RETURN TO WORK LETTER • CHANGE REST DAY, LATE LETTER • DTR • CLEARANCE & BACKPAY • HRIS CONCERN		• PAYSリップ
NAME	MS. HEIZEL ANNE TABAGAN (METRO MANILA)	MS. KRISSELLE RACA (PROVINCE)	MS. RIAH ANDRAIENNE DIAMEL
CELLPHONE #	0917-596-8209		
OFFICIAL FB ACCOUNT	Kolin HR Heizel	Kolin HR Kriselle	N/A
LANDLINE #	(02) 8851-2711 local 202		(02) 8851-2711 local 316
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DEPARTMENT	HUMAN RESOURCE DEPARTMENT		
DESIGNATION	BENEFITS	EMPLOYEE RELATIONS	
RELATED CONCERNS	• LOANS • MATERNITY LEAVE/ PATERNITY LEAVE • COE • SSS, PAG-IBIG, COOP SHARE	• NTE/ NDA	
NAME	MS. ANDREA SUMINISTRADO	MS. JASMINE DALE DISCAR (METRO MANILA)	MS. MARIA LOURDES PRECONES (PROVINCE)
CELLPHONE #	09178131608	0917-596-8209	
OFFICIAL FB ACCOUNT	Kolin HR Andrea	Kolin HR Jasmine	Kolin HR Lou
LANDLINE #	(02) 8851-2711 local 202		
EMAIL ADDRESS	benefits@kolinphil.com.ph	hrd.er@kolinphil.com.ph	hrd.er2@kolinphil.com.ph

	DIRECTORY FOR PRODUCT MERCHANDISER KOLIN HEAD OFFICE 1854 KOLIN BLDG. STA RITA ST. GUADALUPE NUEVO MAKATI CITY	
DEPARTMENT	SALES DEPARTMENT	
DESIGNATION	SALES PM MANAGEMENT	
RELATED CONCERNS	• HANDLED ACCOUNTS ; ABENSON, ANSON, WELCOME HOME, FAIR N SQUARE, AMBASSADOR, POWERAIRE, VPR, J&R, WILLY&SONS & RRS.	• HANDLED ACCOUNTS ; ALL HOME, WESTERN, ROBINSONS, MABCES
NAME	MS. GRACEZEL ABENIO	MR. JAKE BRYAN TRAJECO
CELLPHONE #	09176341685	09178161175
OFFICIAL FB ACCOUNT	Kolin Sales Gracia	Kolin Sales Jake
LANDLINE #	(02) 8851-2711 local 227	
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DEPARTMENT	SALES DEPARTMENT	
DESIGNATION	SALES PM MANAGEMENT	
RELATED CONCERNS	• HANDLED ACCOUNTS ; SAVERS, 1ST MEGA SAVER, CSI, NEW TARLAC, CAGAYAN APP., ASIAN HOME, BOHOL QUALITY, ECHO, RL APP., THE FIRST FAMILY	• HANDLED ACCOUNTS ; VIC IMPERIAL, APPLIANCE CENTRUM, NIG MKTG., CITI APP., EMCOR, METRO PLAZA, DIMDI, FIESTA, NATIONAL COMMERCIAL, PRICEWISE, SIMOSA, SOLIDMARK
NAME	MR. BEN CABE	MR. JAYFERSON OBRADOR
CELLPHONE #	09176342811	09178473511
OFFICIAL FB ACCOUNT	Kolin Sales Ben	Kolin Sales Jay
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DEPARTMENT	SALES DEPARTMENT	SALES DEPARTMENT
DESIGNATION	SALES PETTY CASH	SALES PM MANAGEMENT
RELATED CONCERNS	• TRANSPOR ALLOWANCE REIMBURSEMENT (PHYSICAL OFFICE DAY- metro manila only)	• PM NON-COMPLIANCE ON THE SUBMISSION OF SALES REPORT • PRESTIGE/PM AWARDING
NAME	MS. GUADALORRAINE REAL	MS. ROWENA PAUSAL
CELLPHONE #	N/A	09178010473
OFFICIAL FB ACCOUNT	N/A	Kolin Sales Rowena
LANDLINE #	(02) 8851-2711 local 216	(02) 8851-2711 local 227
EMAIL ADDRESS	N/A	r.pausal@kolinphil.com.ph

	DIRECTORY FOR PRODUCT MERCHANDISER KOLIN HEAD OFFICE 1854 KOLIN BLDG. STA RITA ST. GUADALUPE NUEVO MAKATI CITY	
DEPARTMENT	AMS	MARKETING DEPARTMENT
DESIGNATION	PM INCENTIVE COMPUTATION	MARKETING PARAPHERNALIAS & BROCHURE REQUEST
RELATED CONCERNS	NATIONWIDE	• Brochures • POP, TOPPER, CSPF • Sales Kit
NAME	MS. BIDA GRACEMA TOLENTINO MS. MICA ELLA MARIE SALA MR. EUGENIO BESMANO	MR. RENIEL MALAZAR
CELLPHONE #	09176213391	N/A
OFFICIAL FB ACCOUNT	N/A	Kolin Mktg Reniel Malazar
LANDLINE #	(02) 8851-2711 local 306	(02) 8852-6868 local 218
EMAIL ADDRESS	N/A	rmalazar@kolinphil.com.ph