

**HEAD OFFICE
DIRECTORY FOR PRODUCT SPECIALIST**

DEPARTMENT	HUMAN RESOURCE DEPARTMENT		
DESIGNATION	RECRUITMENT		PS MANAGEMENT MONITORING
RELATED CONCERNS	• ID RENEWAL • REPLACEMENT • VACANCY • PS UNIFORM PROCESSING (NEWLY HIRED ONLY) • MEDICAL & RAPID TEST REIMBURSEMENT (NEWLY HIRED ONLY) • HRIS NEW LOG - IN (newly hired ps)		• APPRAISAL • INCIDENT REPORT • PS UNIFORM PROCESSING (FOR REGULARS)
NAME	MS. CLARABEL PIANO	MS. KATHLEEN MIRANDA	MS. NEOME RODRIGUEZ
CELLPHONE #	09178233926	09750881288	09178173714
OFFICIAL FB ACCOUNT	HR Clara	Kolin HR Kath	Kolin HR Neome
LANDLINE #	(02) 8852-6868 local 200		(02) 8852-6868 local 203
EMAIL ADDRESS	careers@kolinphil.com.ph	knmiranda@kolinphil.com.ph	hr.psmm@kolinphil.com.ph nfrodriguez@kolinphil.com.ph

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DEPARTMENT	HUMAN RESOURCE DEPARTMENT		
DESIGNATION	TIMEKEEPING		
RELATED CONCERNS	• ABSENT LETTER/ RETURN TO WORK LETTER (metro only) • CHANGE REST DAY • LATE LETTER • DTR • CLEARANCE • BACKPAY • HRIS CONCERN (regular ps)		
NAME	MS. SAMANTHA SANIEL (NATIONWIDE)	MS. MARY ANN TEVES (METRO MANILA)	MS. JESSA ALCANTARA (PROVINCE)
CELLPHONE #	09175968209	09178131608	09151470409
OFFICIAL FB ACCOUNT	Kolin HR Sam	Kolin Hrd Timekeeping	Jessa Alcantara
LANDLINE #	(02) 8852-6868 local 202		
EMAIL ADDRESS	hr.timekeeping@kolinphil.com.ph timekeeping@kolinphil.com.ph		

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DEPARTMENT	HUMAN RESOURCE DEPARTMENT		
	BENEFITS	EMPLOYEE RELATIONS	ADMIN
	• LOANS • MATERNITY LEAVE/ PATERNITY LEAVE • COE	• NTE/ NDA	• CONTRACTS • PAN
	MS. KRISSELLE RACCA	MS. RIZ LACISTE	MS. JEN TAMONDONG
	09178131608	09163493809	N/A
	N/A	Riz Laciste	Jen Tamondong
	(02) 8852-6868 local 203	(02) 8852-6868 local 203	(02) 8852-6868 local 203
	benefits@kolinphil.com.ph	hr.er@kolinphil.com.ph	hrdadmin@kolinphil.com.ph

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DEPARTMENT	SALES DEPARTMENT	
DESIGNATION	SALES PS MANAGEMENT	
RELATED CONCERNS	• METRO MANILA PS DAILY SALES REPORT • METRO MANILA PS MONTHLY SALES REPORT	• PROVINCIAL PS DAILY SALES REPORT • PROVINCIAL PS MONTHLY SALES REPORT (PAM, DAG, BAC, ILO, CAG/ISA, CEB, MINDANAO)
NAME	MS. GRACEZEL ABENIO	MR. BEN CABA
CELLPHONE #	09176341685	09176342811
OFFICIAL FB ACCOUNT	Kolin Sales Gracia	Kolin Sales Ben
LANDLINE #	8852-6868 local 227	
EMAIL ADDRESS	gabenio@kolinphil.com.ph	sales.ps.mgmt@kolinphil.com.ph

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DEPARTMENT	SALES DEPARTMENT	
DESIGNATION	SALES PS MANAGEMENT	
RELATED CONCERNS	• PS LEAVE MONITORING (NATIONWIDE) • PS OFFICE DAY FORM • VACCINATION UPDATE	• PS NON-COMPLIANCE ON THE SUBMISSION OF SALES REPORT • PRESTIGE/PS AWARDING
NAME	MS. DANICA DAANAY	MS. JOANNA MARIE DULOG
CELLPHONE #	09178161175	09178010473
OFFICIAL FB ACCOUNT	Kolin Sales Danica	Kolin Sales Joanna
LANDLINE #	(02) 8852-6868 local 227	
EMAIL ADDRESS	sales.psma@kolinphil.com.ph	jmestrella@kolinphil.com.ph

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DEPARTMENT	SALES DEPARTMENT	MARKETING DEPARTMENT
DESIGNATION	SALES PETTY CASH	VISUAL MERCHANDISING & BROCHURE REQUEST
RELATED CONCERNS	• TRANSPOR ALLOWANCE REIMBURSEMENT (PHYSICAL OFFICE DAY- metro manila only)	• Brochure Request Form • POP, Racks, Mock-up • Product Orientation • Sales Kit
NAME	MS. GUADALORRAINE REAL	MR. FRANCIS CERUMA
CELLPHONE #	N/A	09178075364
OFFICIAL FB ACCOUNT	N/A	Kolin Marketing Kiko
LANDLINE #	(02) 8852-6868 local 216	(02) 8852-6868 local 218
EMAIL ADDRESS	N/A	f.ceruma@kolinphil.com.ph

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DEPARTMENT	AUDIT INFORMATION SYSTEM		
DESIGNATION	PS INCENTIVE COMPUTATION		
RELATED CONCERNS	• SAVERS&BINONDO AREA (METRO MANILA BASED PS) • ALL HOME & ROBINSON (METRO MANILA BASED PS) • ALL PS UNDER PAMPANGA, DAGUPAN, BACOLOD, ILOILO	• ABENSON (METRO MANILA BASED PS) • WESTERN (METRO MANILA BASED PS) • ANSON (METRO MANILA BASED PS)	• ALL PS UNDER CAGAYAN, CEBU, CDO, DAVAO, GENSAN, ZAMBOANGA
NAME	MR. LEONEL TORRES	MR. JOSHUA ABALOS	MR. NIÑO FONTANILLA
CELLPHONE #	09176213391		
OFFICIAL FB ACCOUNT	N/A		
LANDLINE #	(02) 8852-6868 local 306		
EMAIL ADDRESS	N/A		

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DEPARTMENT	FINANCE DEPARTMENT
DESIGNATION	PAYROLL
RELATED CONCERNS	• SCANNED COPY OF PAYSリップ (prepare a letter requesting for scanned copy of your payslip, indicate the cut-off & your printed name and signature. Take a picture of your letter and send to PAYROLL'S email address)
NAME	MS. JESSIKA ROLDAN
CELLPHONE #	N/A
OFFICIAL FB ACCOUNT	N/A
LANDLINE #	(02) 8852-6868 local 316
EMAIL ADDRESS	jroldan@kolinphil.com.ph