

Accounting Point Person:

Ms. Ruth Azuelo (8-721-3833) 09190750584

- BIR form 2307
- BIR Documents (Tax Map concerns, LOA)
- Government Permit's/Licences
- Letters from Government Agencies
- SEC Documents
- Branch Fund/Contingency Fund
- Incentives (Sales, Technical, Branch, Product)

Chenee de los Santos

Ms. Maville Magtibay (Finance Secretary)

(8-721-3833) 09178070064

- Confirmation/Verification of all online payment transactions
 - (Bank Transfer, BDO checkout/BDO Maxxpayment/BPI/HSBC Ipay88/Gcash) and Check Clearing)
- Refund and Overpayment
- Refund transactions (Check/Gcash Refund)
- Deposit Pickup (DPU) Schedules
- Petty Cash concerns

Ms. Jasmine Sullano - (8-721-3833) 09266279289

- Approval of All Accounts Receivables
 - P.O only , PDC , Check Release
- Confirmation/Verification of all online payment transactions
 - (Bank Transfer, BDO checkout/BDO Maxxpayment/BPI/HSBC Ipay88/Gcash) and Check Clearing)
- SODEXO / PLUXEE
- Credit Line Application
- Original & Photocopy of Sales Invoice and P.O (AR)

Ms. Riza Samonte (8-721-3833) 09190859072

- Regular Credit Memo Approval Code
- RMA/Debit Memo Approval Code
- Credit Card & Bank Terminal Concerns
- Sending of Adv. Payment Forms (Issue/used)
- Advance Transfer Approval Code
- Sending of BTS (Branch Total Sales)
- Bank Deposit Logsheet (Every Monday)
- Confirmation of BDO IPAY88 / MAXXPAYMENT
- Lost Receipt Requisition
(rizatagalacrisostomo@gmail.com)
- Quota Dissemination (Monthly)

Ms. Anne Jelique Payod (credit cards)

- Tip Fund
- PDC, Bank Transfer, Checks
- Confirmation/Verification of all online payment transactions
 - o (Bank Transfer, BDO checkout/BDO Maxxpayment/BPI/HSBC Ipay88/Gcash) and Check Clearing)
- Refund and Overpayment

Ms. Sharon Dao

Ms. Shieryl Ann Cuanico – (8-721-3833) 09222734561

~~Sir. Arjay Laureta~~ – (8-721-3833) 09297794417

- Rental Invoice
- 2307 Receiving Copy
- Utilities (Billings, Rent, Meralco, MWSS, Staffhouse Rental, CUSA, Association Dues)
- DV (Disbursement Voucher) receiving copy
- Petty Cash Replenishment/Petty Cash Liquidation

Jesha Paya – Home Credit Concern

Ms. Darlene Mabelin (8-721-3833) 09189380693

- Validated Cash Deposit Slips
- Bank Deposit Losheet (Daily)

Ms. Jonas Llagas (8-721-3833) 09509738603

- Receiving all Accounting Documents from Branches
- Filling of Down Payment/Advance Payment forms, Sales Return, Credit Memo, Cash Refund Documents

Jessiah Raya

~~Chanel Olivia~~ (8-721-3833) 09552896092

- Receiving all Accounting Documents from Branches
- Online Platforms (Shopee/Lazada/Tiktok) Concerns
- Home Credit/Financing Concerns

Chenee Delos Santos (8-721-3833) 09602309884 *Finance Supervisor*

- Refund and Overpayment

Aileen Salandanan (8-721-3833) 09515449457

- DR/RR (Cebu Warehouse)

Ms. Eden (8-721-3833)

- Packing List, Used Sales Invoice, Used Collection Receipt,

Ms. Imelda Misolas

- Cashier' Head / Manager
- Cashier's Concern
- Mark-Up Request
- Advanced Sales Invoices (SI)
- Changes to Sales Invoice (SI)
- Freebies not Included in the SI
- Refund Approval (Cash/Check)

① **Ms. Emily Ng (S.V.P-Finance)**

- EXECOM
- Refund Approval (Cash/Check)

② **Sir. Oliver Ng (President)**

- EXECOM
- Refund Approval (Cash/Check)
- DP Straight Approval

③ **Sir. Randy Villanueva (AVP Mat. Mgt.)**

- EXECOM
- Sales Return w/o less Approval
- Discounts Products Approval
- Manual Transaction Approval

④ **Sir. Jessie Tan (VP Sales & Marketing)**

- EXECOM
- Sales and Marketing
- Home Credit Concern's

~~Ms. Alyana Sgua (Training & HR Manager)~~
Kevin Charles Vargas

⑤ **Ms. Ria Tan Villaflores (Prop. & Sup.Manager)**

- EXECOM
- CUSA
- Lease Contract
- Leasing Concerns
- Approval of Trip Ticket
- Coordination Mall Admin / Newly Open Branch
 - **Ms. Jocelyn Abaya - Office Supplies & Receipts**

JOHN KIM LEELIAN
Accounting Manager