Dear All,

RGM is moving again. After two years in our temporary location, we are moving to the second floor to a larger office.

We expect our move to take place on Friday 5/25/2012. We anticipate that our phones and local internet connection will be disrupted for part of the day; however, **the RGM Web System will not be affected.** The length of the interruption to the phone and internet connections depends on the providers. We have made our best effort to keep our loss of service to a minimum amount of time. For emergencies you can as always call Rafael at his Cell number 323-394-8236 or Ana Maria at her cell 323-240-8410. Upon our return from the Memorial Day weekend, 5/29/2012, we will be in our new Suite "G".

Our street address remains the same except that we are moving from Suite "E" to Suite "G".

R. Gonzalez Management, Inc.

3560 So. La Cienega Blvd. Suite "G"

Los Angeles, CA 90016

Our Phone number remains the same 323-730-8700

Our Fax Number also remains the same 323-730-8701

Holidays:

New Year's Memorial Day Veterans Day Christmas Day

Martin Luther King Independence Day Thanksgiving New Year's Eve

President's Day Labor Day Friday after

Good Friday Columbus Day Christmas Eve

Days of Operation:

 Monday thru Friday

Hours of Operation:

 08:00 a.m. till 5:00 p.m.

 Staff Lunch is between 12:00 noon to 01:00 p.m.

 Staff also takes a 15 min break at 10:00 a.m. and 3:00 p.m.

For your assistance the following are our staff contacts and main responsibilities

 Voice mail boxes and emails are available during lunch and break times.

Administration

Rafael Gonzalez President Ext 239 email rafael\_gonzalez@rgmsms.com

Office management:

Ana Maria Jimenez Office Manager Ext 223 email anamaria\_jimenez@rgmsms.com

Customer Support:

Leticia Ruelas Director Ext 208 email leticia\_ruelas@rgmsms.com

Helen McGary Direct Loan Ext 205 email helen\_mcgary@rgmsms.com

Rosa Gonzalez COD DL Exchange Ext 202 rosa\_gonzalez@rgmsms.com

Mayra Grijalva New accounts Ext 203 mayra\_grijalva@rgmsms.com

Arc Vasquez IT Systems Ext 206 arc\_vasquez@rgmsms.com

Jong Paginag IT/ Time clock Ext 216 jong\_paginag@rgmsms.com

Karen Ballez Direct Loan Ext 211 karen\_ballez@rgmsms.com

Amanda Bender Training Ext 209 amanda\_bender@rgmsms.com

Nuria Vargas Dissemination Ext 210 nuria\_vargas@rgmsms.com

Fiscal Department:

Lidia Swoopes, Leader Ext 212 email lidia\_swoopes@rgmsms.com

Maria Jose Bank Stmt Recon Ext 214 email mariajose\_melgar@rgmsms.com

Manuel Maravilla Bank Stmt Recon Ext 224 email manuel\_maravilla@rgmsms.com

Felicita Quintanilla Bank Stmt Recon email felicita\_quintanilla@rgmsms.com

Reimbursement

Migdalia Gonzalez Leader Ext 224 email migdalia\_gonzalez@rgmsms.com

Alicia Suarez File Review Ext 201 email alicia\_suarez@rgmsms.com

Maria Guillen File Review (2nd) Ext 200 email maria\_guillen@rgmsms.com

Patricia Murillo Clerical Ext email patirica\_murillo@rgmsms.com

Any programming questions should be directed to Rafael Gonzalez at rafael\_gonzalez@rgmsms.com and they will be assigned to one of our programmers below.

Mark Pottenger Leader

Cel Paginag

Donna Legaspi

Alma Fernando

Carlos Morata

Charles Basilio

Joseph Basilio

Edwin

Keith Thompson