

**CONFIDENTIAL**  
**Personnel Change Notice (PCN)**

**GENERAL DETAILS**

Employee Number: 1001 Control Number: 1001 (8)  
 Full Name: Ma. Leanna Alvarez Belciña Supersedes Control Number: 1001 (7)  
 Hire Date: February 11, 2019 Department: Lead, Confirmation

**NATURE OF NOTICE**

- Regularization
- Promotion
- Internal Transfer
- Salary Increase
- Merit Increase
- Salary Adjustment
- Others (please specify) \_\_\_\_\_

**EFFECTIVE DATE OF THIS PCN**


**March 30, 2025**

**DEFINITION OF SCOPE**

FACTORS	FROM	TO
JOB TITLE	Team Leader	Same
JOB LEVEL	Supervisor	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	36,900.00	<b>38,900.00</b>
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Jade Roxanne Vestil Fernandez	Same
DEPARTMENT	Lead, Confirmation	Same
<b>REMINDERS:</b>		
<p><i>For HMO, be reminded that in the event of separation, you can no longer use your insurance effective on the separation date. The Company reserves the right to deduct from your last pay the remaining quarterly premium that was covered. The quarters are as follows:</i></p> <p>1st Quarter – December, January, and February                      2nd Quarter – March, April, and May                      3rd Quarter – June, July, and August                      4th Quarter – September, October, and November</p>		

*\*This PCN supersedes all stipulations pertaining to the compensation & benefits package stated in the job offer &/or employment Contract signed by the employee.*

Prepared by: Margarita Cane Silva ER Specialist  
 Reviewed by: Rameyn Castanares HR Manager  
 Noted by: Niño Angelo Quinal Manal Operations Manager  
 Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme:  
  
Ma. Leanna Alvarez Belciña  
 Employee's Name & Signature