

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

**GENERAL DETAILS**

Employee Number: 1152 Control Number: 1152 (8)  
Full Name: Jenelyn Iwayan Espiritu Supersedes Control Number: 1152 (7)  
Hire Date: April 22, 2019 Department: Lead, Documentation Specialist

**NATURE OF NOTICE**

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

**EFFECTIVE DATE OF THIS PCN**

**May 30, 2025**

**DEFINITION OF SCOPE**

FACTORS	FROM	TO
JOB TITLE	Team Leader	Same
JOB LEVEL	Supervisor	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	38,300.00	<b>40,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Adonis Alexies Silvano Apurado	Same
DEPARTMENT	Lead, Documentation Specialist	Same
<b>REMINDERS:</b> <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>  1st Quarter – December, January, and February 2nd Quarter – March, April, and May 3rd Quarter – June, July, and August 4th Quarter – September, October, and November		

*\*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: Rameilyn Castanares HR Manager  
Noted by: Niño Angelo Quinal Manal Operations Manager  
Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme:  
Jenelyn Iwayan Espiritu  
Employee's Name & Signature