

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

**GENERAL DETAILS**

Employee Number: 1295 Control Number: 1295 (5)  
 Full Name: Juwly Ann Baco Cabansay Supersedes Control Number: 1295 (4)  
 Hire Date: June 3, 2019 Department: Patient Pay

**NATURE OF NOTICE**

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

**EFFECTIVE DATE OF THIS PCN**

**July 30, 2023**

**DEFINITION OF SCOPE**


FACTORS	FROM	TO
JOB TITLE	Customer Service Representative	Same
JOB LEVEL	Rank & File	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	21,300.00	<b>23,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Lyka Mariz Tabada Cabanero	Same
DEPARTMENT	Patient Pay	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:

  
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Noted by:

  
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 Operations Manager

Approved by:

  
Alfredo "Doc" Camarillo Jr.  
 Director of Operations

Conforme:

  
Juwly Ann Baco Cabansay  
 Employee's Name & Signature