

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

**GENERAL DETAILS**

Employee Number: 1419 Control Number: 1419 (5)  
 Full Name: Michael Vincent Cabatingan Gorgonia Supersedes Control Number: 1419 (4)  
 Hire Date: July 22, 2019 Department: PAP Resupply Held

**NATURE OF NOTICE**

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

**EFFECTIVE DATE OF THIS PCN**

**August 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	Fe Delos Santos Caballero	PAP Resupply Held
DEPARTMENT	PAP Resupply Held	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: Shella Han Jerong ER Specialist  
 Reviewed by: Ramelyn Castanares HR Manager  
 Noted by: Niño Angelo Quinal Manal Operations Manager  
 Approved by: Alfredo "Ddc" Camarillo Jr. Director of Operations

Conforme: Michael Vincent Cabatingan Gorgonia  
 Employee's Name & Signature