

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 1496 Control Number: 1496 (5)
 Full Name: Cherry Rose Saberón Abaya Supersedes Control Number: 1496 (4)
 Hire Date: September 2, 2019 Department: CSR Phones

NATURE OF NOTICE

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





EFFECTIVE DATE OF THIS PCN

October 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	23,300.00
ALLOWANCE	2,400.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Arlene Baylon Ciabo	Same
DEPARTMENT	CSR Phones	Same
REMINDERS: 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: 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:  Shafia Ilah Jecong ER Specialist	Reviewed by:  Ramelyn Castañares HR Manager	Noted by:  Niño Angelo Quinal Manal Operations Manager	Approved by:  Alfredo "Doc" Camarillo Jr. Director of Operations
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Conforme:

Cherry Rose Saberón Abaya
 Employee's Name & Signature