

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 1826 Control Number: 1826 (4)
 Full Name: Mia Jamica Kesineth Lacaba Supersedes Control Number: 1826 (3)
 Hire Date: July 13, 2020 Department: Intake

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	17,800.00	19,800.00
ALLOWANCE	2,050.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Ave Maria Ocaña Balahan	Same
DEPARTMENT	Intake	Same
REMINDERS:		
<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><i>1st Quarter – December, January, and February</i> <i>2nd Quarter – March, April, and May</i> <i>3rd Quarter – June, July, and August</i> <i>4th Quarter – September, October, and November</i></p>		

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

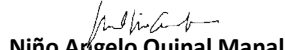
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 Director of Operations

Conforme:


Mia Jamica Kesineth Lacaba
 Employee's Name & Signature