

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 1829 Control Number: 1829 (4)
Full Name: Eivan Marie Silvio Pajo Supersedes Control Number: 1829 (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:
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: Shella Han Jerong ER Specialist
Reviewed by: Ramelyn Castanares HR Manager
Noted by: Niño Angelo Quinal Manal Operations Manager
Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme: Eivan Marie Silvio Pajo
Employee's Name & Signature