

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

**GENERAL DETAILS**

Employee Number: 1907 Control Number: 1907 (4)  
 Full Name: Cheryl Edna Ugat Jo Supersedes Control Number: 1907 (3)  
 Hire Date: September 21, 2020 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	19,300.00	<b>21,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Arlene Baylon Ciabo	Same
DEPARTMENT	CSR Phones	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:  <b>Shafia Ilah Jeong</b> ER Specialist	Reviewed by:  <b>Ramelyn Castanares</b> HR Manager	Noted by:  <b>Niño Angelo Quinal Manal</b> Operations Manager	Approved by:  <b>Alfredo "Doc" Camarillo Jr.</b> Director of Operations
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Conforme:  
  
 Cheryl Edna Ugat Jo  
 Employee's Name & Signature