

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 2173 Control Number: 2173 (5)
 Full Name: Glenn John Erquilang Vallejos Supersedes Control Number: 2173 (4)
 Hire Date: April 5, 2021 Department: Documentation Recerts

NATURE OF NOTICE

Regularization Merit Increase **May 30, 2025**
 Promotion Salary Adjustment
 Internal Transfer Others (please specify)

FACTORS	FROM	TO
JOB TITLE	Customer Service Representative	Same
JOB LEVEL	Rank & File	Same
EFFECTIVE DATE OF THIS PCN		
EMPLOYMENT STATUS	Regular	Same
DEFINITION OF SCOPE	21,300.00	23,300.00
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Helen Villanueva Villarín	Same
DEPARTMENT	Documentation Recerts	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.*

Prepared by: Margarita Cane Silva ER Specialist
 Reviewed by: Rameilyn Castanares HR Manager
 Noted by: Niño Angelo Quinal Manal Operations Manager
 Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme:
Glenn John Erquilang Vallejos
 Employee's Name & Signature