

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 2175 Control Number: 2175 (5)
 Full Name: Mathew Montana Flores Supersedes Control Number: 2175 (4)
 Hire Date: April 5, 2021 Department: Documentation Recerts

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

May 30, 2025

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	Helen Villanueva Villarín	Same
DEPARTMENT	Documentation Recerts	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:



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Reviewed by:



Rameyn Castanares

HR Manager

Noted by:



Niño Angelo Quinal Manal

Operations Manager

Approved by:



Alfredo "Doc" Camarillo Jr.

Director of Operations

Conforme:



Mathew Montana Flores

Employee's Name & Signature