

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 2198 Control Number: 2198 (5)
 Full Name: Darl Aligato Tabanyag Supersedes Control Number: 2198 (4)
 Hire Date: April 12, 2021 Department: Intake

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 | 19,800.00 | 21,800.00 |
| ALLOWANCE | 2,050.00 | Same |
| HMO | Yes | Same |
| IMMEDIATE SUPERIOR | Cathelyn Regala Ruto | 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.*

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

Conforme: Darl Aligato Tabanyag
 Employee's Name & Signature