

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

**GENERAL DETAILS**

Employee Number: 2410 Control Number: 2410 (3)  
Full Name: Rowela Baguio Supersedes Control Number: 2410 (2)  
Hire Date: September 6, 2021 Department: PAP Resupply Documentation

**NATURE OF NOTICE**

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

**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	17,500.00	<b>19,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Lady Rose Hatamosa Dela Cruz	Same
DEPARTMENT	PAP Resupply Documentation	Same
<b>REMINDERS:</b> <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>  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:

  
Shafia Ilah Jeong  
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:

  
Rowela Baguio  
04/22/2024

Employee's Name & Signature