

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 2435 Control Number: 2435 (3)
 Full Name: Sheena Angeles Penuliar Supersedes Control Number: 2435 (2)
 Hire Date: September 13, 2021 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	17,500.00	19,300.00
ALLOWANCE	2,400.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Eloise Jude Antivo Abella	Same
DEPARTMENT	CSR Phones	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>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:


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Reviewed by:


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 HR Manager


Noted by:


Niño Angelo Quinal Manal
 Operations Manager

Approved by:


Alfredo "Doc" Camarillo Jr.
 Director of Operations

Conforme:


Sheena Angeles Penuliar
 Employee's Name & Signature