

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 278 Control Number: 278 (7)
Full Name: Lucky Bigwas Dela Cruz Supersedes Control Number: 278 (6)
Hire Date: July 12, 2017 Department: Niño Angelo Quinal Manal

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

August 30, 2023

DEFINITION OF SCOPE

FACTORS	FROM	TO
JOB TITLE	Team Leader	Same
JOB LEVEL	Supervisory	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	39,800.00	41,800.00
ALLOWANCE	2,400.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Niño Angelo Quinal Manal	Same
DEPARTMENT	Lead, Cash Posting	Same
REMINDERS: <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: Shella Han Jerong ER Specialist
Reviewed by: Rameyn Castanares HR Manager
Noted by: Niño Angelo Quinal Manal Operations Manager
Approved by: Alfredo "Dad" Camarillo Jr. Director of Operations

Conforme: L. d. 03/01/2024
Lucky Bigwas Dela Cruz
Employee's Name & Signature