



PERSONNEL CHANGE NOTICE

*This is to request the following changes on the personnel record of **EMPLOYEE RICH BETH VILLARETE** effective **8 AUGUST 2018**.*

	FROM	TO
DEPARTMENT	: SAME	: SAME
POSITION	: CSR - POSTING	: SAME
EMPLOYMENT STATUS	: PERMANENT	: SAME
BASIC SALARY	: PHP16,000.00	: PHP17,500.00
ALLOWANCE	: PHP2,400.00	: SAME

JUSTIFICATION:

Annual performance increase

Noted by:


Jo Hanna Melecio
Human Resources

Recommended by:


Alfredo Camarillo Jr.
Director, Operations

Approved by:

Jay Gissinger
CEO


Rich Beth Villarete
Employee Signature Over Printed Name