

**PERSONNEL CHANGE NOTICE**

*This is to request the following changes on the personnel record of employee **RICH BETH VILLARETE** effective **31 January 2018**.*

	FROM	TO
DEPARTMENT	: SAME	: SAME
POSITION	: SAME	: SAME
EMPLOYMENT STATUS	: Probationary	: Permanent
BASIC SALARY	: Php14,000.00	: Php16,000.00
ALLOWANCE	: Php1,600.00	: Php2,400.00

**JUSTIFICATION:**

Change employment status to Permanent after passing Probationary.

**Recommended by:**

**Approved by:**

**Noted by:**

Alfredo Camatillo Jr.  
Operations Manager

Jay Gissinger  
CEO

Jo Hanna Melecio  
HR Staff

**Employee Signature Over Printed Name**

Rich Beth Villarete