

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 3021 Control Number: 3021 (4)
 Full Name: Sheena Villamor Busalla Supersedes Control Number: 3021 (3)
 Hire Date: May 23, 2022 Department: Rehab

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN


June 30, 2025

DEFINITION OF SCOPE

| FACTORS | FROM | TO |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|------------------|
| JOB TITLE | Customer Service Representative | Same |
| JOB LEVEL | Rank & File | Same |
| EMPLOYMENT STATUS | Regular | Same |
| MONTHLY BASIC SALARY | 19,300.00 | 21,300.00 |
| ALLOWANCE | 2,400.00 | Same |
| HMO | Yes | Same |
| IMMEDIATE SUPERIOR | Ariane Roz Decipulo | Same |
| DEPARTMENT | Rehab | Same |
| REMINDERS: 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: 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: Margarita Cane Silva ER Specialist
 Reviewed by: Rameyn Castanares HR Manager
 Noted by: Niño Angelo Quinal Manal Operations Manager
 Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme:

Sheena Villamor Busalla
 Employee's Name & Signature