

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 3115 Control Number: 3115 (3)
Full Name: Aldrin Lasay Del Mundo Supersedes Control Number: 3115 (2)
Hire Date: June 14, 2022 Department: Reauthorization

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

July 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 | 16,000.00 | 17,500.00 |
| ALLOWANCE | 2,400.00 | Same |
| HMO | YES | Same |
| IMMEDIATE SUPERIOR | Adrian Beseleel Amoro Delmoro | Same |
| DEPARTMENT | Reauthorization | 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:


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Reviewed by:


Rameyla Castañares
HR Manager

Noted by:


Niño Angelo Quinal Manal
Operations Manager

Approved by:


Alfredo "Doc" Camarillo Jr.
Director of Operations

Conforme:


Aldrin Lasay Del Mundo

Employee's Name & Signature