

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 317 Control Number: 317 (7)
Full Name: Joanna Faith Calabroso Conel Supersedes Control Number: 317 (6)
Hire Date: September 14, 2017 Department: Lead, Confirmation

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

October 30, 2023

DEFINITION OF SCOPE

FACTORS	FROM	TO
JOB TITLE	Team Leader	Same
JOB LEVEL	Supervisory	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	36,800.00	38,800.00
ALLOWANCE	2,050.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Jade Roxanne Vestil Fernandez	Same
DEPARTMENT	Lead, Confirmation	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: Shafia Ilah Jeong ER Specialist
Reviewed by: Ramelyn Castanares HR Manager
Noted by: Niño Angelo Quinal Manal Operations Manager
Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme: _____
Joanna Faith Calabroso Conel
Employee's Name & Signature