

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 3240 Control Number: 3240 (2)
Full Name: Jamaica Ivy Rose Mier Palacio Supersedes Control Number: 3240 (1)
Hire Date: July 25, 2022 Department: CSR Phones

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

August 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 | Layela Nichole Parilla Suda | Same |
| DEPARTMENT | Central Intake Held | Same |
| REMINDERS: <i>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:</i> 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: Shella Ian Jerong ER Specialist
Reviewed by: Ramelyn Castañares HR Manager
Noted by: Niño Angelo Quinal Manal Operations Manager
Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme:
Jamaica Ivy Rose Mier Palacio
Employee's Name & Signature