

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 3260 Control Number: 3260 (2)
 Full Name: Mary Joy Medallo Sipalay Supersedes Control Number: 3260 (1)
 Hire Date: July 25, 2022 Department: Initial Authorization

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	Lord Homes Arocha	Same
DEPARTMENT	Central Intake Held	Same
REMINDERS:		
<p><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></p> <p><i>1st Quarter – December, January, and February</i> <i>2nd Quarter – March, April, and May</i> <i>3rd Quarter – June, July, and August</i> <i>4th Quarter – September, October, and November</i></p>		

**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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 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:


Mary Joy Medallo Sipalay
 Employee's Name & Signature