

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 3270 Control Number: 3270 (2)
Full Name: Rhena Jhoy De Ocampo Supersedes Control Number: 3270 (1)
Hire Date: August 1, 2022 Department: CSR Phones ETA

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

September 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	Rebekah Joyce Yutis Echang	Same
DEPARTMENT	CSR Phones ETA	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:


Rameyn Castanares
HR Manager


Noted by:


Niño Angelo Quinal Manal
Operations Manager

Approved by:


Alfredo "Doc" Camarillo Jr.
Director of Operations

Conforme:


Rhena Jhoy De Ocampo
Employee's Name & Signature