

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 32 Control Number: 32 (8)
 Full Name: Therese Marie Belonguel Abad Supersedes Control Number: 32 (7)
 Hire Date: July 18, 2016 Department: Intake

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 <i>Theresa</i>	Same
EMPLOYMENT STATUS	Regular <i>Type text here</i>	Same
MONTHLY BASIC SALARY	25,800.00	27,800.00
ALLOWANCE	2,050.00	Same
HMO	YES	Same
IMMEDIATE SUPERIOR	Giovanee Louise Azucena Asuncion	Same
DEPARTMENT	Intake	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:

Shella Han Jerong
Shella Han Jerong
 ER Specialist

Reviewed by:

Ramelyn Castanares
Ramelyn Castanares
 HR Manager

Noted by:

Niño Angelo Quinal Manal
Niño Angelo Quinal Manal
 Operations Manager

Approved by:

Alfredo "Doc" Camarillo Jr.
Alfredo "Doc" Camarillo Jr.
 Director of Operations

Conforme:

Therese
Therese Marie Belonguel Abad
 Employee's Name & Signature