

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 3355 Control Number: 3355 (2)
 Full Name: Icia Maye Labra Velez Supersedes Control Number: 3355 (1)
 Hire Date: September 5, 2022 Department: PAP Order Processing

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	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	John Onyx Romero	Same
DEPARTMENT	PAP Order Processing	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>1st Quarter – December, January, and February 2nd Quarter – March, April, and May 3rd Quarter – June, July, and August 4th Quarter – September, October, and November</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: 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: Icia Maye Labra Velez
 Employee's Name & Signature