



CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 3424 Control Number: 3424 (4)
 Full Name: Libre, Craig Barrett Mendoza Supersedes Control Number: 3424 (3)
 Hire Date: October 10, 2022 Department: Documentation Recerts

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

November 30, 2025

DEFINITION OF SCOPE

FACTORS	FROM	TO
JOB TITLE	Customer Service Representative	Same
JOB LEVEL	Rank & File	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	19,300.00	21,300.00
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Cristine Parba Requinto	Same
DEPARTMENT	Documentation Recerts	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:

Marishka Iris Arcilla
 HR Manager

Noted by:

Niño Angelo Quinal Manal
 Operations Manager

Approved by:

Alfredo "Doc" Camarillo Jr.
 Director of Operations

Conforme:

Libre, Craig Barrett Mendoza
 Employee's Name & Signature