



**CONFIDENTIAL**  
**Personnel Change Notice (PCN)**

**GENERAL DETAILS**

Employee Number: 3449 Control Number: 3449 (4)  
 Full Name: Lumiwan, Wenalyn Bicar Supersedes Control Number: 3449 (3)  
 Hire Date: October 17, 2022 Department: CSR Orders

**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	<b>21,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Aivie Saraosos Pescadero	Same
DEPARTMENT	CSR Orders	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 "Dod" Camarillo Jr.**  
 Director of Operations

Conforme:  
  
**Lumiwan, Wenalyn Bicar**  
 Employee's Name & Signature