

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

**GENERAL DETAILS**

Employee Number: 3602

Control Number: 3602 (1)

Full Name: Jan Earl Dabatos Gavas

Supersedes Control Number: \_\_\_\_\_

Hire Date: 1/9/2023

Department: Operations

**NATURE OF NOTICE**

Regularization

Promotion

Internal Transfer

Salary Increase

Merit Increase

Salary Adjustment

Others (please specify)  
\_\_\_\_\_

**EFFECTIVE DATE OF THIS PCN**

**July 30, 2023**

**DEFINITION OF SCOPE**

FACTORS	FROM	TO
JOB TITLE	Customer Service Representative	Same
JOB LEVEL	Rank & File	Same
EMPLOYMENT STATUS	Probationary	Regular
MONTHLY BASIC SALARY	Php 16,000	Same
ALLOWANCE	Php 2,400.00	Same
HMO	No	Yes
IMMEDIATE SUPERIOR	Justine Zenny Bacaling Ignacio	Same
PROGRAM / DEPARTMENT	Operations	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 were covered. The quarters are as follows:*

*1st Quarter – December, January, and February*

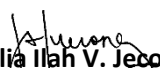
*2nd Quarter – March, April, and May*

*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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Operations Manager

Approved by:

  
Alfredo P. Camarillo Jr.  
Director of Operations

Conforme:

  
Jan Earl Dabatos Gavas  
Signature Over Printed Name