

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 3903 Control Number: 3903 (1)
 Full Name: Sean Dorothy Libres Ybañez Supersedes Control Number: _____
 Hire Date: 5/22/2023 Department: Operations

NATURE OF NOTICE

- | | |
|--|--|
| <input checked="" type="checkbox"/> Regularization | <input type="checkbox"/> Merit Increase |
| <input type="checkbox"/> Promotion | <input type="checkbox"/> Salary Adjustment |
| <input type="checkbox"/> Internal Transfer | <input type="checkbox"/> Others (please specify) |
| <input type="checkbox"/> Salary Increase | _____ |

EFFECTIVE DATE OF THIS PCN

November 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 | Jonald Uy Minguan | Same |
| PROGRAM / DEPARTMENT | Operations | Same |

REMINDERS:

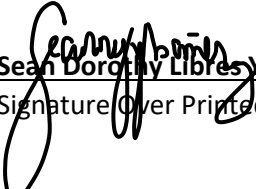
For HMO, be reminded that in the event of separation, you can no longer use your insurance effective on the separation date. The Company reserves the right to deduct from your last pay the remaining quarterly premium that were covered. The quarters are as follows:

- 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.*

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| Prepared by:  Shajia Han V. Decong ER – Specialist | Reviewed by:  Marishka Iris Arcilla HR Manager | Noted by:  Niño Angelo Q. Manal Operations Manager | Approved by:  Alfredo P. Camarillo Jr. Director of Operations |
|---|---|--|--|

Conforme:


Sean Dorothy Libres Ybañez
 Signature Over Printed Name