

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

**GENERAL DETAILS**

Employee Number: 4427 Control Number: 4427 (2)  
 Full Name: Shyra Barasan Nacorda Supersedes Control Number: 4427 (1)  
 Hire Date: January 15, 2024 Department: PAP Resupply Held

**NATURE OF NOTICE**

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

**EFFECTIVE DATE OF THIS PCN**

**February 28, 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  | 16,000.00                       | <b>17,500.00</b> |
| ALLOWANCE   | 2,400.00                        | Same             |
| HMO   | Yes                             | Same             |
| IMMEDIATE SUPERIOR  | Naiza Daño Baculao              | Same             |
| DEPARTMENT  | PAP Resupply Held               | Same             |
| <b>REMINDERS:</b>   |                                 |                  |
| <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<br/>                     2nd Quarter – March, April, and May<br/>                     3rd Quarter – June, July, and August<br/>                     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: Margarita Cane Silva ER Specialist  
 Reviewed by: Rameyn Castanares HR Manager  
 Noted by: Niño Angelo Quinal Manal Operations Manager  
 Approved by: Alfredo "Doc" Camarillo Jr. Director of Operations

Conforme: Shyra Barasan Nacorda  
 Employee's Name & Signature