

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 459 Control Number: 459 (9)
 Full Name: Metchie Claire Rule Calo Supersedes Control Number: 459 (8)
 Hire Date: February 19, 2018 Department: Lead, Confirmation

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

March 30, 2025

DEFINITION OF SCOPE

FACTORS	FROM	TO
JOB TITLE	Team Leader	Same
JOB LEVEL	Supervisor	Same
EMPLOYMENT STATUS	Regular	Same
MONTHLY BASIC SALARY	40,300.00	42,300.00
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Jade Roxanne Vestil Fernandez	Same
DEPARTMENT	Lead, Confirmation	Same
REMINDERS:		
<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><i>1st Quarter – December, January, and February</i> <i>2nd Quarter – March, April, and May</i> <i>3rd Quarter – June, July, and August</i> <i>4th Quarter – September, October, and November</i></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:

Metchie Claire Rule Calo
 Employee's Name & Signature