

CONFIDENTIAL
Personnel Change Notice (PCN)

GENERAL DETAILS

Employee Number: 4677 Control Number: 4677 (2)
Full Name: Stephen Rhiy Buanghug Catubig Supersedes Control Number: 4677 (1)
Hire Date: April 25, 2024 Department: Documentation

NATURE OF NOTICE

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

EFFECTIVE DATE OF THIS PCN

May 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	16,000.00	17,500.00
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Jurich Managaytay Tantuan	Same
DEPARTMENT	Documentation	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: 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: Stephen Rhiy Buanghug Catubig
Employee's Name & Signature