

PERSONNEL CHANGE NOTICE

*This is to request the following changes on the personnel record of **EMPLOYEE**
CARL HANSON FUENTES effective **24 DECEMBER 2018**.*

	FROM	TO
DEPARTMENT	: OPERATIONS	: SAME
POSITION	: CSR - POSTING	: SAME
EMPLOYMENT STATUS	: PROBATIONARY	: PERMANENT
BASIC SALARY	: PHP14,000.00	: PHP 16,000.00
ALLOWANCE	: PHP1,600.00	: PHP 2,400.00

JUSTIFICATION:

Change employment status to Permanent after passing Probationary.

Noted by:


Recommended by:

Approved by:


Jo Hanna Melecio
Human Resources


Alfredo Camarillo Jr.
Director, Operations

Jay Gissinger
CEO


CARL HANSON FUENTES
Employee Signature Over Printed Name