

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

**GENERAL DETAILS**

Employee Number: 6 Control Number: 6 (10)  
 Full Name: Chivas Tañeza Menchavez Supersedes Control Number: 6 (9)  
 Hire Date: April 11, 2016 Department: Initial Authorization

**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	31,300.00	<b>33,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Karen Kate Capul Lubay	Same
DEPARTMENT	Initial Authorization	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:

Chivas Tañeza Menchavez  
 Employee's Name & Signature