

**PERSONNEL CHANGE NOTICE**

This is to request the following changes on the personnel record of **MAY ANNE ALONDRA ESPINA** effective **30 NOVEMBER 2019**.

	FROM	TO
DEPARMENT	: OPERATIONS	: SAME
POSITION	: CSR-DOCUMENTATION	: SAME
EMPLOYMENT STATUS	: PERMANENT	: SAME
BASIC SALARY	: 16,000.00	: 17,500.00
ALLOWANCE	: 2,400.00	: SAME

Noted by:


  
Marishka Iris Arcilla  
Human Resources

Recommended by:

  
Alfredo Camarillo Jr  
Director, Operations

Approved by:

Jay Gissinger  
CEO

 3-14-2020  
MAY ANNE ESPINA

Employee Signature Over Printed Name