

PERSONNEL CHANGE NOTICE

*This is to request the following changes on the personnel record of **EMPLOYEE GLADY MAE ENJAMBRE** effective 7 APRIL 2019.*

	FROM	TO
DEPARTMENT	: OPERATIONS	: SAME
POSITION	: CSR – POSTING	: SAME
EMPLOYMENT STATUS	: PROBATIONARY	: PERMANENT
BASIC SALARY	: PHP 14,000.00	: 16,000.00
ALLOWANCE	: PHP 1,600.00	: 2,400.00

JUSTIFICATION:

Change employment status to Permanent after passing Probationary.

Noted by:

Recommended by:

Approved by:

Jasmine Canillo

Human Resources

Alfredo Camarillo Jr.

Director, Operations

Jay Gissinger

CEO


GLADY MAE ENJAMBRE

Employee Signature Over Printed Name