



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

**GENERAL DETAILS**

Employee Number: 761 Control Number: 761 (8)  
 Full Name: Estillore, Nerlyn Socobos Supersedes Control Number: 761 (7)  
 Hire Date: October 8, 2018 Department: PAP Resupply  
Documentation

**NATURE OF NOTICE**

- |  |  |
|--|--|
| <input type="checkbox"/> Regularization    | <input checked="" type="checkbox"/> Merit Increase |
| <input type="checkbox"/> Promotion         | <input type="checkbox"/> Salary Adjustment         |
| <input type="checkbox"/> Internal Transfer | <input type="checkbox"/> Others (please specify)   |
| <input type="checkbox"/> Salary Increase   | _____  |

**EFFECTIVE DATE OF THIS PCN**

**November 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	27,300.00	<b>29,300.00</b>
ALLOWANCE	2,400.00	Same
HMO	Yes	Same
IMMEDIATE SUPERIOR	Lady Rose Hatamosa Dela Cruz	Same
DEPARTMENT	PAP Resupply 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:  
  
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Reviewed by:  
  
**Marishka Iris Arcilla**  
 HR Manager

Noted by:  
  
**Niño Angelo Quinal Manal**  
 Operations Manager

Approved by:  
  
**Alfredo "Doc" Camarillo Jr.**  
 Director of Operations

Conforme:  
  
**Estillore, Nerlyn Socobos**  
 Employee's Name & Signature