

**PERSONNEL CHANGE NOTICE**

*This is to request the following changes on the personnel record of **EMPLOYEE HANNAH STEPHANIE ABAYON effective 7 APRIL 2019.***

	FROM	TO
DEPARTMENT	: OPERATIONS	: SAME
POSITION	: CSR – DOCUMENTATION	: 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:**

  
**Jasmine Canillo**

**Human Resources**

**Recommended by:**

  
**Alfredo Camarillo Jr.**

**Director, Operations**

**Approved by:**

**Jay Gissinger**

**CEO**

  
**Hannah Stephanie Abayon**  
**Employee Signature Over Printed Name**